

★ Feel Valued 😊 Have Confidence ❤️ Love Learning

Lauder Primary School School Handbook

Updated December 2023

Aiming High – in all we do



Ambition

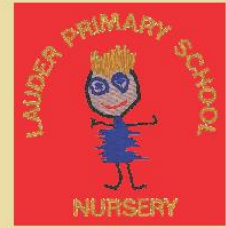
Respect

Resilience

Compassion



Lauder Primary School



Our Vision:
Aiming High in All We Do

Our Values:

Ambition

Respect

Resilience

Compassion

Our Aims:

- ★ **Feel Valued**
- 😊 **Have Confidence**
- ♥ **Love Learning**

Our Rights - We Have A Right To:

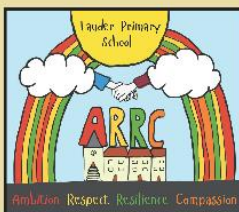
Play With Our Friends

Be Listened To

Be Safe

Learn

Be Respected





Feel Valued



Have Confidence



Love Learning



Aiming High – in all we do!

A warm welcome to Lauder Primary School and to what I hope is a long and happy partnership between parents and the school. We look forward to meeting with you and your child/children and hope that you will feel part of Lauder Primary School family. Your interest and support will always be valued as partners in the education of your child.

The purpose of this handbook is to give you an understanding of the life and work of both our Nursery and the School. We aim to provide lots of useful information but please do not hesitate to contact the school if you can't find what you are looking for. Our dedicated and hardworking staff team are always available to help, offer support and to answer any questions you may want to ask.

The first part of this handbook is general information for both our Nursery and pupils in Primary. There then follows information for the pupils in P1-P7 with a final section specifically for our Nursery.

Our vision is to support and challenge everyone to achieve their full potential and to aim high in all we do. At Lauder Primary, we hold our four values of Ambition, Respect, Resilience and Compassion close to our hearts.

We are proud of what we stand for at Lauder. From the moment our children join us, they become part of our Lauder Family. We look out for one another, help, support and guide one another, as we travel along the River of Life and Learning. We want everyone in our Family to 'Aim High' in everything we do, so that we can all achieve our full potential.

We look forward to welcoming you to Lauder Primary School.

Mr Alan Vannan

Headteacher

School & Nursery Information

Lauder Primary School

Allanbank Gardens

Lauder, TD2 6AD

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T: 01578 722346

E: lauderps@scotborders.gov.uk

W: www.lauder.scotborders.sch.uk

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Headteacher: Mr Alan Vannan

Depute Headteacher: Mrs Louisa Scully

Principal Teacher: Mr Leigh Riddell

School Roll: 245

Nursery Roll: 52

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Nursery and School Times

Nursery -

Mon-Thurs 8.30-3.00

Lunch 11.30

Fri – 8.30-12.30

Brunch 11.00

Primary School

Mon-Thurs 8.30-3.00

Morning Break 10.30

Lunch 12.15-1.00 P1-P4

Lunch 12.30-1.15 P5-P7

Friday 8.30-12.10

Friday Morning Break

10.00

Brunch 11.15-11.50 P5-P7

Brunch 11.35-12.010 P1-P4

GENERAL INFORMATION



A purpose built school was opened in Allanbank Gardens on the 1st December 2009. The school has ten spacious and well-equipped classrooms, a variety of tutorial rooms, a suite of offices, a sports hall, a dining hall, a library, a general-purpose room and a Nursery. There are extensive grounds with a mixture of grass and hard standing areas. In addition, there is a multi-use games area (MUGA) which is used for a variety of sports.



We are a non-denominational and non-Gaelic medium school providing education for boys and girls from Primary 1 to Primary 7. Our nursery provision provides Early Learning & Childcare for 3 & 4 year old children.

TERM DATES AND SCHOOL HOLIDAYS

A list of term dates and school holidays can be found on Scottish Borders Council website by clicking on this link.

[School Holiday Dates and closure dates](#)



PUPIL ABSENCES



Pupils in P1-P7 are expected to be in school punctually for 8.30am every day. This makes for a positive start for children arriving on time, ready to make a start to the class routines and lessons. If pupils are late, they will miss out on both instructions and teaching.

The school is required to have an explanation for all pupil absences. We ask that you inform the school on the first day of your child's absence by 8.45am. The school operates a system called Groupcall, which will send out text alerts to parents' phones if there is an unexplained absence. It is therefore vital that you keep the school informed of any changes to your contact telephone numbers.



“Taking family holidays during the school term is disruptive to your own child's education as well as having an impact on the other pupils in the class and the teachers. Parents should do everything possible to take their holidays during the designated school holiday dates and only in very exceptional circumstances consider taking holidays during term time. Parents are asked to accommodate this request in the interest of their own children and the smooth running of the school.”

(Director of Education and Lifelong Learning, Scottish Borders Council)

Should you take your child on holiday within school time, unfortunately, we are not able to give children schoolwork to take with them. Parents wishing to take children out of school for a period of time should inform the Headteacher in writing in advance of the break. Holiday absences in term time, except in exceptional circumstances, are recorded as 'unauthorised'.

ENROLMENT FOR NURSERY AND SCHOOL



Enrolment week for Nursery and Primary 1 children has varied in the last few years, in 2023 it was in November. Parents are informed of the dates for enrolment through the school, local press and social media. Enrolment forms are completed electronically and can be downloaded from Scottish Borders Council (SBC) website. <https://www.scotborders.gov.uk>

PLEASE NOTE: The law allows parents to express a preference for which school their child attends. Parents who live outwith the Lauder Primary School catchment area should contact the Headteacher to discuss a Placing Request. You can make a Placing Request at any time, at any stage of your child's education and at any point in the school year. Following the discussion



parents can complete a Placing Request form online, which is sent to the Director of Young People for approval. [Catchment Locator](#)

We hold two information evenings, one for P1 parents and one for Nursery parents prior to your child starting. This is an opportunity for parents to meet with the school staff, hear about what to expect, ask questions and have a look around the setting.

Primary 1 children may start school the year their fifth birthday falls between 1st March and the 28th February. School aged children who move into the area may be enrolled at any point during the school year and if you live within the school catchment area, a place would normally be automatically available for your child as long as there is space in that year group.

During the summer term before starting school, new P1 entrants will spend some time in school with a class teacher. This is an ideal time for the children to become more familiar with the school routines meet the staff and other children and to alleviate any concerns they may have about coming to school the following term.

We operate a ‘buddy’ system where our Primary 1 children are paired up with a Primary 7 pupil. Buddies are introduced during the summer term before starting school and the children spend some time getting to know each other.



If you are interested in enrolling your child at Lauder Primary School or Early Learning and Childcare, please contact the school office to discuss with the Headteacher. You can arrange an appointment to visit the school and meet the Headteacher or Depute Headteacher. There will be an opportunity to have a look around the school and to ask us questions. Arrangements can be made for your child to spend some time in the class that they will join prior to their start date to help with transition.



P1-P7 pupils who live further than two miles from the school are entitled to free school transport and this is arranged through the school office. Children who have access to a bus route but are within the distance limit or live out with the catchment may be granted a ‘privileged lift’ provided there is space on the bus. There is an additional cost payable to Scottish Borders Council. Parents who wish to be considered for a ‘privileged lift’ should contact the school office.

Nursery children may start with us the term after their third birthday, August, January or April. We offer 1140 hours (30 hours per week during term time) of early learning and childcare. When enrolling your child you decide which days and what hours you would like your child to attend Nursery.

We offer visits for parents and their child/children prior to the start date to allow you to explore the setting and meet some of the staff.



CLASS COMPOSITION

The number of teachers in any school is worked out in relation to the total school roll and the numbers of pupils in each year group. Working within the class size recommendations, the Headteacher decides on the best structure of classes. In constructing classes, the Headteacher follows the SBC Admissions Policy. A copy of the policy can be downloaded at:

[Class Composition Policy](#)

Primary schools work within recommended maximum class sizes, which currently are:

Primary 1 up to 25 pupils	Primaries 2 - 3 up to 30 pupils
Primaries 4 – 7 up to 33 pupils	Composite classes up to 25 pupils

Our class structure is likely to be a mixture of composite classes and single year group classes. A composite class is one where children from two or more year stages are grouped together according to specific criteria. The make-up of the classes varies from year to year depending on the number of pupils within each year group. As children move through the school from P1 to P7 they may have a variety of experiences of both single year group classes and composite classes.

School Staff An up to date staff list can be found on the school website. [Staff List](#)

GENERAL INFORMATION

Term dates and school holidays - A list of term dates and school holidays can be found on the school website at the following link. [School Holiday Dates](#)

School Uniform

The wearing of school uniform is positively encouraged for both practical reasons but also to give pupils a shared sense of identity and foster a sense of pride in their school.

The schools colours are:

- yellow polo shirts, navy blue sweatshirt/cardigans/tanktop for P1-P6
- yellow polo shirts, *royal* blue sweatshirt/cardigans/tanktop/hoodie for P7. Please note the wearing of hoodies is restricted to our P7 pupils only.
- dark or grey school trousers, shorts or skirts.
- in the warmer weather, children may choose to wear yellow or blue gingham dresses.

We strongly urge children to wear dark coloured school shoes or trainers. We ask that children do not come to school wearing brightly coloured branded training shoes.

A wide variety of items are on sale from our supplier. [Order School Uniform here](#) We ask that, if possible, the children wear their sweatshirt/cardigan/tanktop with the school logo. Other than that, you are free to shop around for other items of uniform.

Except in times of good weather children should have a coat with them to wear at break times. We like to get the children outside for fresh air and to run around even when it is raining. Only when it is really heavy rain do we have an 'indoor' break.

Due to the current Covid mitigations, we do not have changing facilities. Children are asked to come to school on their PE days dressed for physical activity. They may come in suitable clothing that is loose fitting and comfortable for such activity. We do ask that they bring a trainers/gym shoes on those days. To avoid arguments we ask that pupils should not wear football tops or shorts to school.

An old shirt or apron is useful for use during art lessons to protect clothing.

Please make sure that ALL clothing is CLEARLY labelled with the child's name. We have real problems matching lost property with pupils and we end up with 'mountains' of unclaimed items!

The wearing of jewellery should be kept to a minimum and should be easily removed for PE. The wearing of make-up and nail varnish is discouraged.

Clothing Grant

Some pupils may be eligible for a clothing grant. Application forms for these can be obtained from Scottish Borders Council office 01835 824000 or from their website at this link. [Free School Meal and Clothing Grant](#)

School Meals - Pupils can either choose to have a school meal, which is cooked on site, or bring their own packed lunch. All children eat their lunch in the school dining hall and in good weather the P4-P7 children with packed lunches may use the tables in the outside dining area. All pupils in P1-P5 receive free school



meals. It is possible that this will be extended to P6 and P7 pupils at some point in the future.

Special Dietary
Requirements?

Please let us know.



Balanced nutritional meals are provided daily by the school kitchen and pupils are offered two hot meal choices each day plus a sandwich option. There should always be a vegetarian option on the menu. Pupils can choose to have a school meal all week or on individual days; whatever suits parents/pupil. All Lunch orders and payments are made through an online ordering system. Parents will be issued with logon details and instructions when their child registers at the school. If you experience any difficulties please ask at the school office.

Please contact the school if your child has any special dietary requirements and we can make arrangements with Scottish Borders Council catering team.

You can claim for free school meals at the same link as the application for clothing grant. [Free School Meal and Clothing Grant](#)

Emergency Arrangements - It is very important that the school have up to date contact details including an emergency contact if parents cannot be reached. Please keep the school informed of any changes to contact details, especially if you change mobile phone number.

If the school is to be closed for any reason, we will do our best to let you know. In cases of an emergency a text message will be sent using Groupcall. Information will also be broadcast on Radio Borders and Radio Scotland.

Fire drills are held termly to ensure quick and safe evacuation from the building. 'Break Glass' points, smoke detectors and emergency lighting are checked regularly.



EMERGENCY CONTACTS

Photographs and Video - All parents are asked to complete a consent form as part of the enrolment form giving different levels of permissions for their child to be photographed or videoed. Should you wish to change any of the above permissions please contact the school office.

A school photographer usually visits school twice each session. Once to take individual/family group photos and on another occasion to take class photos. There is no obligation to purchase any of the photographs. The school does receive commission on the sale of these photos.

Travelling to School - Where possible, we encourage pupils to walk, cycle/scoot or 'park and stride' to school. If pupils cycle/scooter to school there are cycle storage racks located near to the nursery. We suggest that children bring a lock to secure their bikes and we really strongly recommend the wearing of cycle helmets.



During the school day, in the interest of safety, only school buses, taxis and staff are allowed access to the car park area. Parents are asked to use the overflow car park or street parking. Please be considerate of our neighbours when you are parking and do not block their access or the drop kerbs.

Performances



The school puts on two performances in the year. P1 to P3 perform a ‘Nativity’ at Christmas and the P6 and P7 pupils perform a musical in March. Parents, families and friends are invited to purchase tickets through ParentPay for either an afternoon or an evening performance of the shows.

In addition to these performances, parents, families and friends are invited to join us for our end of term assemblies at Harvest P6, Christmas P5, Easter P4 and End of Year P7.

Primary 7 Residential - A residential in September is offered to Primary 7 pupils. We make every effort to ensure that children are not excluded from residential on grounds of cost.

Lauder Out of School Club (LOSC) - There is an Out of School Club, which operates in the school lunch hall from 3.00-6.00 Monday to Thursday and 12.20-4.00 on a Friday. The LOSC is run independently of the school and is managed by a committee of volunteer parents who employ staff to take the sessions. The LOSC manager can be contacted on 01578 722066 or by dropping in to the school after 2.45 p.m.

Parental Involvement - Parents are the first and on-going educators of their children, and both parents and children benefit if their parents get involved in their education at school and at home. Children spend more time at home than they do at school and parents have a huge influence in helping them to learn.

Parents have the right to express their views, and to have their views taken into account, on matters relating to the education of their children. We have a Parent Council to represent all our parents. All parents are automatically a member of the Parent Forum. The Parent Council is made up of representatives chosen annually from the Parent Forum. The Parent Council meets once or twice a term and sometimes more often when required. The role of the parent Council is to:

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

Parent Council Contact Details	
Parent Council Facebook page	Parent Council Facebook Page
Email	lauderparentcouncil@gmail.com



Communication - Good communication between home and school is very important. There are a number of channels that we use to help communication including:- regular newsletters, Showbie, MS Teams, Xpressions App, Groupcall emails, letters, permission slips etc. We welcome and encourage parents to contact us and parents should be aware that they can communicate freely with the school at any time.

Parental Access to Information - parents have a legal right to read written information, both formal and informal, which relates to their children; this is also the case for computer held information and records. Information can be found on the Scottish Borders website at this link. [Privacy Notice Education](#)

Concerns and Complaints - Good communication between home and school is very important. If you have a concern about your child, we welcome and encourage parents to contact the school. We take all concerns seriously and will work in partnership with the parents to ensure that each concern is dealt with appropriately. There are many different methods for dealing with concerns and we will always ensure that we communicate effectively with parents throughout the period. We will do our best to resolve the issue to your satisfaction.



Not every concern or issue you have with your child's education will be a complaint and it is therefore right that before beginning a formal complaints process, you allow your school to address any issues you raise.

However, if you feel that your concern has not been dealt with appropriately then you may wish to make a formal complaint with us. Any complaints made by parents or others will be taken seriously. Scottish Borders Council has a Complaints procedure, which can be accessed at [Make a Complaint](#).

Health - There are a wide range of services available from NHS Borders to ensure the healthy development of pupils during their years of schooling. If there are any health problems, which may affect a child at school, then these must be discussed with the class teacher or the Headteacher. Action Plans will be drawn up in consultation with parents, medical professionals and the school for those children who may have more complex needs.



The school staff can administer **only prescribed medication**. Parents must first complete a Medication Form. Forms are available from the school office or can be downloaded from the school's website. In accordance with Scottish Borders Council policy non-prescribed medication cannot be given in school.

We have several qualified first aiders who will administer any necessary treatment. Every effort will be made to contact parents if the injury is serious. All incidents are recorded in a logbook.



Child Protection - All Scottish Borders Council schools and their staff are required to follow the Scottish Borders Child Protection Committee's Inter-agency Child Protection guidelines and procedures.



A key element in the procedures is that if a member of staff in a school is made aware of a concern (usually through a statement made by a child) of an issue that could have child protection implications, the member of staff has no option but to refer to the Child Protection Unit. The Children (Scotland) Act 1995 states that the welfare of the child is paramount and this must always be the sole consideration for the school.

In making a referral staff will not be making any judgement on the strength or truth of the child's statement but must follow procedures to support pupils and staff. An extensive training programme has been undertaken to ensure that all staff are aware of their responsibilities.

The child's parents or carer will always be informed as soon as possible about such disclosures and any action resulting from this. Keeping parents informed may not always be undertaken by school staff and could involve other organisations, such as social work staff or the police.

If the child protection issue is taken further, school staff will work with families to support children through the process. The school Child Protection Co-ordinator is the Headteacher who can be contacted to discuss any concerns that may arise.

Young Carers - A young carer is someone who is under 18 years of age or who has reached 18 and still a pupil at school and provides or intends to provide care for another individual. A number of young carers do not always identify themselves or wish to be identified.

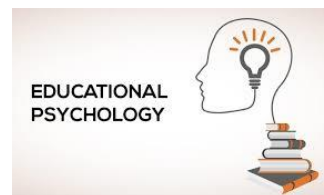


Young carers undertake a number of tasks for the people they live with and look after. They are often left alone to do things like washing, cooking, shopping, paying bills, collecting medication or helping to look after younger brothers or sister.

This means they might not have as much time to complete work at home which has an ongoing effect on progress and learning or attend clubs and after schools activities therefore missing out on the social aspects of school.

Within our school we want our young carers to enjoy school and feel it is a positive place to come and be included. Please let us know if there are difficulties meeting deadlines with work, arriving on time or any other issues that affect a young person.

The Educational Psychology Service - The Educational Psychology Service (EPS) works with all SBC schools to support children’s learning and wellbeing. We provide advice and training to school staff on how children learn, and advise on ways to help children who require support.



If requested by the school, we can arrange follow-up for individual children and young people, together with their families and teachers, to help support their learning, or with social or emotional issues. This is generally achieved by meeting the children, their families and school staff, to review the support they have already received and agree ways in which we can all help your child in school. In some cases, we may agree that a psychologist will work on a one-to-one basis with your child to obtain a clearer picture of how they can best be supported.

If you have any worries about your child, please contact their school, in the first instance, to arrange a meeting to discuss your concerns. All schools have access to a range of support Services and your child’s Head Teacher will be able to advise you about when the EPS may be able to help.

Further information about the EPS is available on the Scottish Borders Council website. Here you can access a downloadable leaflet for parents and carers, which explains in more detail how we may be able to work with you to support your child in school.

THE CURRICULUM

Learning, Teaching & Assessment

Curriculum for Excellence is for all young people, 3-18 year olds, in Scotland. It aims to raise standards, prepare the children for a future they do not yet know and equip them for jobs of tomorrow in a fast changing world. Every child is entitled to a broad and deep general education, whatever their level and ability. Teachers’ will ensure children continue to work at a pace they can cope with and with challenges they can thrive on.

There is personal support to help young people fulfil their potential and make the most of their opportunities with additional support wherever needed. There is an emphasis, by all staff, on looking after our children’s health and wellbeing, ensuring school is a place where children feel safe and secure.

Curriculum for Excellence aim 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.

The curriculum is delivered within 8 curricular areas:

Health and well being	Languages (<i>including French</i>)	Mathematics	Sciences
Social studies	Expressive arts	Technologies	Religious and moral education

The experience and outcomes under Curriculum for Excellence are written at five levels. Some children and young people will start learning at these levels earlier and others later, depending upon individual needs and aptitudes.

Level	Stage
Early	The pre-school years and P1, or later for some.
First	To the end of P4, but earlier or later for some.
Second	To the end of P7, but earlier or later for some.
Third/ Fourth	S1 to S3, but earlier for some.
Senior phase	S4 to S6, and college or other means of study.

More information can be found at this link - [Curriculum for Excellence](#)

Assessment and Reporting

Assessment is an integral part of learning and teaching. It helps to provide a picture of a child's or young person's progress and achievements and to identify next steps in learning. Teachers' will use a mixture of summative, formative and formal assessments to help your child progress.

You are welcome to discuss your child's progress at any time. It is best to make an appointment in advance, although it is sometimes possible to chat informally to a teacher at the beginning or end of the school day. There are formal occasions when we report to parents on their child's progress. We issue a Pupil Report in term 3 and we provide two parent/teacher consultations, one in October and one in May/June.

Each term we also send home a Learning Overview, which gives you a flavour of the areas we intend to cover in each curricular area and provides you with information to support your child.

Pupil Support



At any point in their lives, children or young people may need extra help with their education. This may be for any reason and at any time. This is often referred to as pupil support or having additional support needs.

A child/young person's needs may last for a short time, and the problem may be resolved easily, or their needs might be very complex, and they may require additional support for a number of years.

If you feel that your child needs additional support for learning, the first person to speak to is your child's teacher. You have the right to request an assessment of your child. Within our school, we operate a model of staged intervention where support is provided in varied ways to meet individual needs. Our approach to assessment ensures that the needs of children and young people are recognised and appropriate support can be provided.

Parents/carers are always involved in making decisions about their child's education and we will always ask your permission before any specific referrals are made. While your child is receiving support, we will regularly review your child's progress.

Our Pupil Support teacher works part time in the school. The role of the Pupil Support specialist is not only to work with children who may require some extra support, but also to advise staff as to what form that support should take and to help devise programmes of study where necessary.

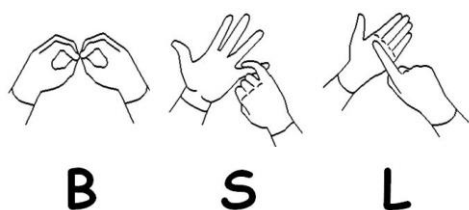
It is necessary at times to carry out some formal and informal assessments with pupils. We also refer children to other agencies for further assessment or advice; these include Behaviour Support, Child Health, Educational Psychology, Occupational Therapy, Motor Assessment, Physiotherapy or Speech and Language Therapy. Parental permission, will always be obtained, before referrals are made.

At times, parents/carers and schools may come into dispute. While we would always hope that difficulties could be resolved at the school level we recognise that parents or young people may wish to formalise their concerns. To assist with this we have a complaints procedure and offer independent mediation and adjudication. It is also possible under certain circumstances to refer the case to the Additional Support Needs Tribunal for Scotland.

The statutory framework for Additional Support for Learning is the Education [Additional Support For Learning] [Scotland] Acts 2004 and 2009. A good place to find independent information is Enquire, the Scottish advice service for Additional Support for Learning. They have a wealth of information, including practical guides and fact sheets for both parents/carers and young people. You can find the website at www.enquire.org.uk, or ring them on 0845 123 2303.

For more information, you can contact:

- (a) Enquire, the Scottish advice service for Additional Support for Learning. They have a wealth of information, including practical guides and fact sheets for both parents/carers and young people. You can find the website at www.enquire.org.uk, or ring them on 0845 123 2303.
- (b) Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576; www.siaa.org.uk and
- (c) Scottish Child Law Centre, a charitable body registered in Scotland under registration number SCO12741. www.sclc.org.uk



Scottish Borders Council's Implementation of British Sign Language (BSL) Plan - The Council's BSL Plan 2018-24 has seven holistic actions. These actions are consistent with the ten long term goals of the National BSL Plan in Scotland, which are, early years and education; training and work; health, mental health and wellbeing; transport; culture and the arts; justice and democracy.

These goals represent the Scottish Government's aim "to make Scotland the best place in the world for BSL users to live, work and visit."

The Council will implement measures to promote awareness of BSL and the use of BSL, with the long term goal being that across Scotland information and services will be accessible to all BSL users*.

Contact Scotland –BSL is an online British Sign Language interpreting service that allows deaf people across Scotland to access services free and available 24 hours a day throughout the year: [Contact Scotland BSL](#)

If a BSL user requests a face-to-face meeting then the School is required to provide a face-to-face interpreter.

*Whenever we refer to 'BSL users' we mean D/deaf and /or Deafblind people (those who receive the language in a tactile form due to sight loss) whose first of preferred language is British Sign Language.

Getting It Right For Every Child- Getting It Right For Every Child (GIRFEC) is the national approach in Scotland to improving outcomes and supporting the wellbeing of our children and young people by offering the right help at the right time from the right people.

The GIRFEC approach aims to make it easier for parents, children, young people and the services that support them – such as early years services, schools and the NHS – to work together to get it right.



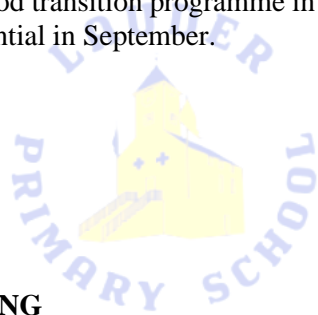
Practitioners work together to support you and your child, working across organisational boundaries and putting your child and you at the heart of decision making, ensuring we give all our children and young people the best possible start in life.

GIRFEC means that everyone working with Scottish Borders children, young people and their families are encouraged to:

- Ensure children, young people, and their families get the help they need when they need it and are central to the process of finding solutions.
- Use one consistent and equitable approach, actively share information to agreed protocols and work more effectively together to improve outcomes for children and young people.
- Be clear about personal responsibility to do the right thing for each child/young person.
- Work with children, young people and their families, using a collaborative approach with fewer meetings. This should ensure children, young people and their families give information only once, and enables the development of one plan to meet all their needs.
- Respond to children and young people and take appropriate, proportionate and timely action with the minimum of paperwork, bureaucracy and duplication.

GIRFEC is part of the Children and Young People (Scotland) Act 2014. If you would like any further information please ask your child’s Headteacher.

TRANSITION P7 – S1 - Pupils from Lauder Primary School normally transfer to Earlston High School. There is a very good transition programme in place for pupils, which includes a whole cluster P7 residential in September.



SCHOOL IMPROVEMENT PLANNING

In August/September of each year, we publish a summary of the school improvement priority. A full copy can be obtained from the school office.

Her majesty’s Inspectorate of Education (HMIE)	A copy of the most recent (June 2010) inspection by HMIE can be found at the following link. http://www.lauder.scotborders.sch.uk
Care Inspectorate inspection for Nursery	A copy of the most recent Care Inspectorate report can be on their website. http://www.careinspectorate.com/



LAUDER PRIMARY SCHOOL EARLY LEARNING & CHILDCARE CENTRE (ELC) – NURSERY

Starting ELC is an exciting and challenging experience for children. Staff at Lauder Primary School are always available to help, offer support and to answer any questions you may want to ask. We want to make your child feel welcome and secure in our ELC.

The purpose of this information is to give you an understanding of the life and work of our ELC, as well as acting as a source of reference. Updated information is provided, throughout the year, by means of newsletters, letters and meetings. The school also has a website that contains useful information. [Lauder PS Website](#)

Our aim is to make your child's experience of ELC a happy and enjoyable one and to make him/her secure and comfortable in the nursery environment. We welcome you and your child and hope that you will feel part of Lauder Primary School. Your interest and support will always be valued as we become partners together in the education of your child.



The nursery provides different types of learning opportunity, with the emphasis on exploration through play. The children will explore their friendships, their own physical capabilities and their understanding of the world. They will be helped and encouraged to communicate their thoughts, feelings and ideas and to begin to develop different ways of sharing these with others.

We strive to provide an experience that is both challenging and fun, one that includes and encourages, and above all, provides the context where the child feels secure and happy as they take their first steps on their learning journey.

The nursery is very much a part of the school and we take opportunities to promote and develop links. ELC children make use of school facilities such as the hall and take part in school events e.g. assemblies and pupil concerts etc.

We offer 1140 hours (30 hours per week during term time) of early learning and childcare. We currently provide places for children aged 3-5 years. The new operating hours are more or less aligned with school hours and the nursery will also operate an asymmetric week resulting in no Friday afternoon session. A free school lunch will be provided although you can opt to provide your child with a packed lunch.

When enrolling your child you decide how many days and which of the drop off and pick up times you wish to select.

Enrolment week for ELC children has varied in the last few years but parents are informed through the school, press and social media. Children may start ELC the term following their third birthday. Please see the following link for more information. [Early Learning & Childcare](#)

Prior to starting ELC, parents and children are invited to visit the Nursery, meet the staff and other children and become familiar with the ELC environment.

There will be an information evening in May/June for ELC parents to meet with the school staff. This is an opportunity for parents to ask questions and seek additional information on any matters around their child's ELC placement. Details of these meetings will be sent directly to parents.

Nursery places will be allocated according to Scottish Borders Council's Schools Admissions Policy, which can be found on their website. [Applying for a Nursery Place](#)

All children have different personalities and different strengths and while some will settle very quickly and effortlessly, others may take a little longer to adapt. For these reasons, and to allow us to get to know your child, we stagger the intake of new children with only a few being admitted at a time.



During visits prior to your child starting nursery and at the start of your child's attendance at nursery, parents are welcome to stay for as long as it takes for their child to feel happy, safe and secure.

Communication - The importance of good communication between yourself, the school, nursery staff and your child cannot be over emphasised. Please share with us information about your child and his/her likes and dislikes. It is vital that you keep the ELC staff informed of any changes in personal details, contact numbers or information regarding your child's health.



Regular newsletters, notes and updates are shared on our preferred platform called Showbie, to keep you fully informed. We also use from time to time a Groupcall system, which sends a text message to parents' mobiles or their house phone. The school has a website which contains useful information www.lauder.scotborders.sch.uk. We also use Xpressions an app that runs alongside Groupcall and backs up all messages sent through this system. Again, this can be downloaded from your usual app store.

At the end of each session, if required, time is available for parents to meet with the ELC staff as they collect their child so important information can be passed on.

Partnership with parents

The ELC staff hope that you feel welcome in the ELC and that you and your child will enjoy a valuable experience. We recognise that parents have the first and most important role in a child's development. As parents, you know your child best. Through contact with parents we learn much about a child's needs, characteristics and stages of development. It is important to your child's development that we establish regular links and maintain communication between home and ELC.



Timetabled parent meetings with ELC staff are held twice a year for our learners. Please do not feel you have to wait until these times if you wish to talk to the ELC staff. Working together to the children's benefit is an important feature of nursery education.

The ELC staff welcome parent helpers into the ELC to ‘Stay & Play’ and also to help with organised trips out with the ELC premises. If you are interested in helping out in the ELC please speak to the staff.



Children must always be brought to, and collected from ELC by a responsible adult (over 16 years of age). Please inform the ELC staff if an adult other than the usual one is collecting your child. Please try to let your child know who is collecting them as any confusion in their minds can cause some anxiety for them.

ELC Curriculum - The ELC will provide pre-school education according to Curriculum for Excellence and Care Inspectorate standards. These guidelines ensure that your child will experience a wide curriculum covering:

- Emotional, Personal and Social Development
- Communication and Language
- Knowledge and Understanding of the World
- Expressive and Aesthetic Development
- Physical Development and Movement

Your child will cover all these areas through active play alongside other children. Active play is central to the learning process and play activities in the ELC will be purposeful and structured. A very important part is learning to share and play with other children, to develop independence and confidence, to listen to others and to be able to express their ideas so others understand.

Once your child is settled, the ELC staff will structure activities that will extend your child’s experiences and so help to develop an enthusiastic and enquiring approach to learning.

The children will experience a range of activities including:

sand and water	dough & clay	painting & drawing	dressing up and role play
home corner	puzzles & games	board and card games	construction toys
story corner/library	baking	ICT	outdoor learning
music	physical equipment	interest table	literacy & numeracy table

Planning - ELC forms part of Early Level of Curriculum for Excellence and staff plan carefully for the children in their care. These plans ensure that learning is balanced, that progression and development takes place and that children’s needs are met. Broad themes will outline plans but these will then be led and developed by the children’s interests and ideas. Copies of plans can be seen in the nursery room for your information. These will give details of what the children will be involved in during the week and what we hope they will gain from this.



Assessment - On-going assessment takes place through observation, communication, interaction and set tasks. The information gathered is used to build up a profile for each child. Information is recorded about each child, which will be formally shared with parents at parent evenings. Staff are willing to share this information with you at any time during the year should you feel the need to discuss your child’s progress in the ELC. In addition to this, children will develop and build up a Learning Journal throughout the year. These are available for you to view throughout the year, as they are uploaded to Showbie on a regular basis.

The Care Inspectorate is the independent scrutiny and improvement body for care and children’s services. As part of this process, the ELC has regular Care Inspectorate inspections. A copy of the most recent report is also on display in the nursery entrance.

The Care Inspectorate also handles complaints from parents or carers into the quality of care provided for the children. Information booklets detailing the Care Commission Complaints Procedure are available in the cloakroom area of the nursery. The Care Inspectorate can be contacted at: Care Inspectorate, Ettrick Riverside Business Centre, Dunsdale Road, Selkirk, TD7 5EB. Tel no. 01896 664400

How can you help us?



- making sure your child has the correct belongings and ensuring that these are **clearly named**
- encouraging your child to talk about ELC
- telling us about your child's likes and dislikes, significant developments, changes in home routines etc
- reading books with your child and saying nursery rhymes together
- encouraging your child to draw, paint, cut out etc
- encouraging your child's ability to change shoes and clothes etc
- collecting junk materials boxes etc
- letting us have the **first** go at teaching the formation of handwritten letters
- telephoning school if your child is ill and ensuring that he/she does not return until fully recovered
- returning promptly any requested forms etc
- It is most helpful if children are familiar with a toilet routine as well as when and how to use handkerchiefs/tissues. Your permission will be asked for at the start of the nursery year for staff to assist the children with toileting if required.

What does your ELC child need?

Your child should wear practical and comfortable play clothes, which he/she can manage independently when going to the toilet. Children should not feel anxious about getting in a mess! Please avoid braces, belts and too many buttons! **Please make sure all clothes and shoes are clearly marked with your child's name.**

A full spare change of clothes should also be kept in a bag, in case of 'accidents'.

There is an ELC sweatshirt, but it is not compulsory that children wear one. These are ordered through Border Embroideries. [Nursery Uniform](#)

In summer, please provide your child with a sun hat preferably with a neck protector. We would also ask that you provide suncream for your child that can be kept in the nursery over the warmer days.

Promoting Positive Behaviour - In the School and ELC we work at maintaining and developing a friendly, safe and secure environment that promotes good attitudes to learning and co-operation. We adopt a positive approach to behaviour and will always praise children when we can. Serious or persistent misbehaviour will be discussed with parents.

The staff will work to encourage a positive attitude in the children: towards themselves, their peers and towards adults in the nursery.



MEALS AND SNACK

All children in nursery are entitled to a free school meal or they can choose to bring a packed lunch. Free snacks are also available during the sessions and children can choose to have water or milk with their lunch and snack. Water is freely available throughout the day. Different types of foods are available for snacks at different times to emphasise, for example, healthy eating, dental health, festivals, cultures and different skills such as cutting and spreading.



Vegetarians and other dietary requirements are catered for. Please speak to a member of staff if your child has any dietary requirements or allergies.

Tooth Brushing Programme - Tooth brushing will be introduced by the Oral Health Support Worker and this will continue as appropriate as part of Health Education. Parents are required to complete a form if they DO NOT wish their child to take part.



Community Links - Visits are organised within the community and links exist with the community police officer, health centre, dental services etc as well as with educational services such as Speech and Language and Occupational Therapy.



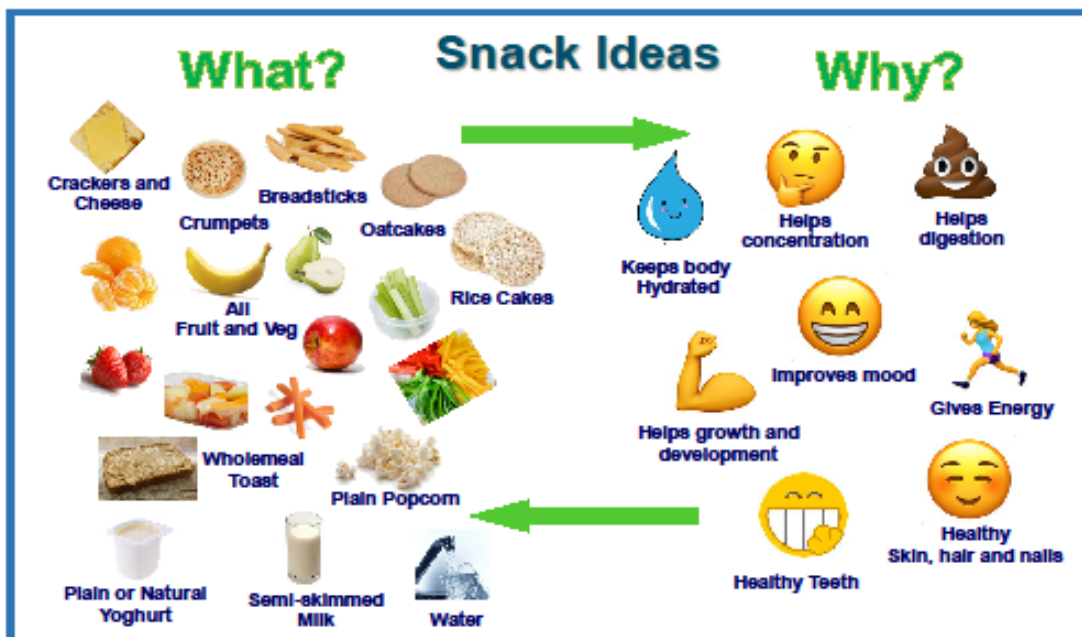
Helping your Child to Grow, Learn and Play

Healthy eating and physical activity are essential for growth and development.

Healthy snacks have been provided during your child's ELCC journey, continue to give these types of snacks to your child to eat at break times throughout primary school.

Top Tips for Eating Well, Feeling Good and Being Active

- Eating Breakfast gets the day off to a good start
- Enjoy a variety of foods and eat together when you can
- Eat plenty of fruit and vegetables
- Limit food and drinks high in sugar, fat and salt, especially at snack time
- Be mindful of portion size
- Eat 3 meals a day with healthy snacks in between
- Brush your teeth at least twice a day – “spit don't rinse”
- Register with a local dentist
- Ask your dentist about fluoride varnish
- Enjoy being active everyday
- Reduce time spent on phones, tablets, computers and watching T.V
- Think of the 4 B's - Bath, Brush, Book and Bed to encourage a good sleep routine



Keep Hydrated - Hydration helps improve concentration, mood and digestion

- Offer 6-8 cups of fluid a day
- Water or semi skimmed milk are best and will not damage teeth
- Bottles used in class should be filled with plain water only



Appendix 2 - DATA PROTECTION STATEMENT

Scottish Borders Council is a local authority established under the Local Government etc. (Scotland) Act 1994 and its headquarters is based at Newtown St Boswells, Melrose TD6 0SA. You can contact our data protection officer by post at this address, or by email: dataprotection@scotborders.gov.uk, or by telephone – 0300 100 1800.

Why we need your information

Every child of school age has the right to be educated. A child is of school age if he/she has attained the age of 5 but has not attained the age of 16 years. The term “young person” applies to a pupil over school age, but who has not attained 18 years. The education authority has a duty to provide education to any young person who is still a school pupil.

We need to collect, use and store personal information about you and your child/ren to enable us to provide your child/ren with an appropriate education. We provide these services to you as part of our statutory function as your local authority under:

- The Education (Scotland) Act 1980, Education (Scotland) Act 1980
- The Education (Placing in Schools etc. Deemed Decisions) (Scotland) Regulations 1982
- The Standard in Scotland’s Schools Act 2000
- Education (Scotland) Act 2016

We also use your information to verify your identity where required, contact you by post, email or telephone to maintain our records.

Who we will share information with

We will share information with health and wellbeing services and may share information with other external agencies and organisations who provide or assist with educational provision and with online payment solution providers.

- The [Scottish Government](#) for examination, career guidance and monitoring purposes.
- ParentPay, ESP Systems and CRB to allow the school to offer cashless catering and to receive payment for school trips and events;
- Groupcall to allow the school to communicate with you;
- The NHS for health monitoring;
- Netmedia to enable the online arrangement of parents evenings;
- Internal Scottish Borders Council departments to allow the provision of catering and transport.

On each occasion, the recipients are bound to the terms of a Data Sharing Agreement and accordingly will only use your child’s data for the specified purpose. This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full [privacy statement](#) on our website.

We are also legally obliged to share certain data with other public and regulatory bodies such as Education Scotland, Police and NHS will do so where the law requires this.

Your information may also be shared and analysed internally in order to provide management information, inform service delivery reform and similar purposes to meet our duty to achieve best value and continuous service improvement.

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.

How long do we keep your information for?

We only keep your personal information for the minimum amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We will retain a copy of your child/ren’s educational record up until they reach the age of 25.

Photographs/videos

Photographs and videos may be taken by staff in the school, media and other parents for a variety of reasons for example Sports Day, celebrations of achievement, charity events, excursions etc. The school your child attends

may wish to display or show photographs or videos taken by themselves, in print, in various locations or by electronic means such as a website. Likewise, the media or other parents may wish to use the images of pupils in various ways. We ask you at the time your child enrolls at one of our schools if you are happy for images of your child to be used in this way and we try to ensure you are aware of, and understand, such possible use of your child's image and that you have consented.

Any permission given will remain in force during your child's primary and secondary schooling until you indicate that you wish to withdraw your consent. You can do this by contacting the head teacher of your school as soon as possible.

Your Rights

You have the right to request access to any personal data held about you by the Council. You can also request that we restrict the use of your information or even object to any further processing. You can do this by contacting the Data Protection Officer using the contact details provided above. We will respond to your request within thirty calendar days.

For more information on your rights, please visit our website <http://www.scotborders.gov.uk/DPYourRights> or if you would like a hard copy of this information, please contact us using the contact details provided above.



Appendix 3 - COMPLAINTS

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact our Data Protection Officer by email at dataprotection@scotborders.gov.uk or by telephone on 0300 100 1800.

However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, who can be contacted by post at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

You can visit their website for more information <https://ico.org.uk/make-a-complaint/>.

If your complaint is not about a data protection matter you can find details on how to make a complaint on our website: https://www.scotborders.gov.uk/info/20016/have_your_say/155/make_a_complaint/1





Fit4Fun Families

Fit4Fun Families is a free family focused healthy lifestyle programme which offers practical tips to help support children, young people (0-18 years) and their families, eat well and be active

We can support you to make positive lifestyle changes and work with you to identify specific goals that you would like to achieve

Service user feedback:

"We have really enjoyed the Fit4Fun Families programme. It was arranged at a time that was convenient so we could both participate. Sessions have been fun and informative and at a level that suits the age of any child"

"We have learned a lot over the past few weeks, which has been fun and helpful. We've been keeping up with the goals that we set. We would highly recommend this group to any parents looking to know about how to eat healthily with their kids"

If you would like some more information or would like to join the programme, please contact us on:

Tel: 01896 826447

Email:

Child.HealthyWeightService@borders.scot.nhs.uk

You can self-refer into our service or if you prefer you can speak to your GP, Health Visitor, School Nurse or another health professional



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