

# Wilton Primary School



# School Handbook

Wellfield Road  
HAWICK  
Scottish Borders  
TD9 7EN

Headteacher: Mrs Claire Turnbull

Tel: 01450 372075  
Email: [wiltonps@scotborders.gov.uk](mailto:wiltonps@scotborders.gov.uk)



# Welcome to Wilton



We are delighted to welcome you to Wilton, as part of our school Community. All children are at the centre of everything we do at Wilton. We are an inclusive and welcoming learning environment for pupils, staff, parents and community partners. Our aim is to 'Get It Right For Every Child' meeting their learning needs and supporting their social and emotional wellbeing. It is our aspiration that all children will recognise their own strengths and achievements and will learn skills to allow them to engage in learning for life and work.

Our vision is to...

## Be the Best we can Be

Our school values are to

**ASPIRE, BELONG and CARE.**

We Learn

We are Proud

We Care

Wilton welcomes **ALL** children into our community. If you are considering enrolling your child at Wilton, please get in touch to arrange a visit to the school to begin the journey. Our current roll is 255, which includes Mainstream and our Early Learning and Childcare.

The School Improvement Plan is available on request from the school office. Current School and Nursery Inspection reports are accessible on the Education Scotland Website and the Care Inspectorate websites. Other school policies are available on request from the school office.

At any time, if you have concerns, please feel free to contact the school - we have an open door policy at Wilton, as good communication is the key to positive relationships with parents and helps promote happy learners.

*Claire Nina Perry*

**The Senior Leadership Team**

# Staff

<b>Head Teacher</b>	-	Mrs Claire Turnbull
<b>Depute Headteacher</b>	-	Mrs Nina Inglis
<b>Principal Teacher</b>	-	Mrs Kerry Cumming
<b><u>Class Teachers</u></b>	-	Mrs Jeanette Scott
	-	Ms Sheona Elliot
	-	Miss Rosemary McLean
	-	Miss Lucy Rowland
	-	Miss Sarah Matthew
	-	Mrs Nicola Tinlin
	-	Mrs Helen Drummond
	-	Mrs Jennifer Cowan
	-	Mrs Kerry Cumming
	-	Miss Caitlin Weatherstone
	-	
<b><u>Curriculum Support Teachers</u></b>		
<b>PE Teacher</b>	-	Mrs Sabby Angus
<b>Music Teacher</b>	-	Miss Sally-Anne Scott
<b><u>SfL Teacher</u></b>	-	Ms Lindsey Brady
<b><u>Senior Early Years Officer</u></b>	-	Mrs Joanne Maltman
<b><u>Early Years Officer</u></b>	-	Mrs Stacey Forsyth
<b><u>Early Years Practitioner</u></b>	-	Mrs Jill Bryson, Mrs Debbie Nicholson, Mrs Laura McCulloch, Mrs Helen Boles, Miss Charlie Yule, Mrs Nicola Scott, Miss Kaitlin Borthwick, Miss Rebecca MacDonald, Mrs Lynn Ramage, Mrs Amy McGuigan
<b><u>Support Staff</u></b>		
<b>Additional Needs Assistants</b>	-	Mrs Lynn Sharp, Mrs Julie Drysdale, Mrs Lesley Mackenzie, Mrs Lee Cannon, Mrs Zoe Reilly, Mrs Carol Foreman, Mrs Karen Brandon
<b>Playground Supervisor</b>	-	Mrs Sheena Darling
<b>School Administrator</b>	-	Mrs Marion Webb
<b>Janitor/First Aider</b>	-	Mr Eddie Walsh
<b>Cleaners</b>	-	Tracey Clark, Kelly Revel
<b>Catering Staff</b>	-	Kelly Revel, Lynsay Clark, Katie Alexander
<b><u>Leadervalley Wilton ASN Provision</u></b>		
<b><u>Principal Teacher</u></b>	-	Ms Rachel Hartley
<b><u>ASN Teachers</u></b>	-	Mrs Nicola Hartop
	-	Miss Sandra Brady
	-	Mr Jamie Gazeley
	-	
<b>Additional Needs Assistants</b>	-	Mrs J Wilson, Mrs J Clarke, Mrs A Mayo, Mrs W Johnstone, Mrs L Fraser, Mrs T Whiteford

# Our School Day

Monday - Thursday	
Morning	8.50am -12.20pm
Break	10.30 - 10.45am
Lunch P1-2	12.00—12.45pm
Lunch P3-7	12.20 - 1.05pm
Afternoon	1.05 - 3.20pm

Friday	
Morning	8.50 am -12.35 pm
Brunch	10.45 - 11.30am
Afternoon	Children dismissed at 12.35pm

**The School Office is open from 8.30am and closes at 3.15pm every day, apart from Friday when it closes at 12.15pm.**

Weather permitting, the pupils spend break time in the playground, under the observation of playground supervisors.

Supervision is provided in the playground for 10 minutes before school, during breaks and lunchtimes. Please don't send your children to school before 8.40 a.m. as there will be no supervision.

Our healthy school lunches are prepared on site and menus are designed to be nutritious and balanced. Lunches are ordered and paid for with an electronic system called 'ParentPay' which the office staff administrate. If you feel you may be eligible for free school meals please contact the office for assistance.

No child who is having a school or packed lunch is allowed to leave the school playground during lunchtime.

## School term dates for 2023-24

### Autumn term

- Monday 14 August 2023 - staff resume, in service day
- Tuesday 15 August 2023 - in service day
- Wednesday 16 August 2023 - pupils resume
- Friday 6 October 2023 - Last day for staff and pupils
- Monday 16 October 2023 In service day
- Tuesday 17 October 2023 All resume
- Monday 27 November 2023 - St Andrew's Day, schools closed
- Tuesday 28 November 2023 - Pupils resume Eildon East (Selkirk), Eildon West (Galashiels), Teviot & Liddesdale, casual holiday for Berwickshire, Eyemouth, Cheviot, Eildon East (Earlston) & Tweeddale
- Thursday 21 December 2023 - last day of term for pupils and staff

### Winter term

- Monday 8 January 2024 - all resume
- Friday 9 February 2024 - last day of term for pupils, February holiday
- Monday 12 February 2024 - Casual holiday for Berwickshire, Eyemouth, Cheviot, Eildon West (Galashiels) Eildon East (Earlston) and Tweeddale) – In service day for Eildon East (Selkirk) and Teviot & Liddesdale
- Monday 19 February 2024 - Eildon East (Selkirk) and Teviot & Liddesdale all resume ,
- In service day for Eildon West(Galashiels) Eildon East (Earlston), Tweeddale, Berwickshire, Eyemouth and Cheviot
- Tuesday 20 February 2024 - Eildon West (Galashiels), Eildon East (Earlston), Tweeddale, Berwickshire, Eyemouth and Cheviot all resume
- Thursday 28 March 2024 - last day of term for pupils and staff

### Summer term

- Monday 15 April 2024 - all resume
- Monday 6 May 2024 - May Day holiday, school closed
- Tuesday 7 May 2024 - staff resume, in service day
- Wednesday 8 May 2024 - pupils resume
- Friday 28 June 2024 - last day of term for pupils and staff

### Casual holidays

Each learning community allocates two casual holidays for pupils and staff, which are usually aligned to their local festivals.

### Teviot and Liddesdale

- Friday 7 June 2024
- Monday 10 June 2024

# Curriculum

Curriculum for Excellence (CfE) is the education system in Scotland. It includes nurseries, schools, colleges and community learning from 3 to 18 and beyond.

**Early Stage** - ELC and P1    **First Stage** - P2 - 4    **Second Stage** - P5 - 7

CfE include **Experiences and Outcomes** across all curriculum areas, up to and including the third level. Some pupils may work at a level earlier or beyond their age and stage. Throughout all learning, prime importance is given to Literacy, Numeracy and Health and Wellbeing, as well as skills for learning, life and work. We follow a three year rolling programme covering all subjects including Literacy, Numeracy, HWB, Art, Drama, Science, Social Studies, RME, French, ICT, Technology, PE and Music. An interdisciplinary approach to learning is used where possible, to allow pupils the opportunity to transfer skills across learning. Learning outdoors and in the community, allows opportunities for pupils to apply their learning in real-life contexts. Before children embark on sensitive areas of the curriculum such as relationships, sexual health, parenthood etc, parents are informed.

**Aim** - The aim of CfE is to raise standards, prepare our children for a future they do not yet know and equip them for jobs of tomorrow in a fast changing world. CfE enables teachers to teach subjects creatively, to work together across the school and outwith, to share best practice and explore learning together. CfE balances the importance of knowledge and skills. Every child is entitled to a broad education, whatever their level and ability, at a pace they can cope with and with challenge they can thrive on. Progress is assessed in a variety of ways, to promote raising attainment and ensuring the learners achieve their potential.

## Find out more about Curriculum for Excellence at Education Scotland

Parentzone : <http://www.educationscotland.gov.uk/parentzone>

Education Scotland : <http://www.education.gov.scot/>

Skills Development Scotland : <http://www.skillsdevelopmentscotland.co.uk/>

## **Denominational Bodies**

At Wilton we work in partnership with the Church of Scotland and attend a service at Wilton Church, at least twice a year, to celebrate Christmas or Easter. Through our work within Religious and Moral Education we study different faiths and cultures around the world.

*"Parents who wish to exercise their right to withdraw their child from religious instruction and/or religious observance should contact the headteacher to arrange a meeting to discuss alternative arrangements for your child."*

# Health & Wellbeing

The Health and Wellbeing of our pupils and staff is very important, we try to ensure that everyone is happy and leads a healthy lifestyle. Some of the things we do to promote good health are:

- Giving praise and rewards for good work and positive behaviour.
- Sharing successes and achievements in a variety of ways.
- Providing chilled, filtered drinking water accessible for all pupils.
- Daily tooth brushing in every class.
- Nutritious school lunches that are cooked on the premises.
- Physical Education - every child has 2 hours of PE every week, delivered by our specialist teacher, Mrs Angus.
- Additional sports with specialists; all pupils have a block of swimming and rugby sessions.
- A Health and Wellbeing programme across the school.

We also work closely in partnership with our health colleagues; the School Nurse, the School Dental Team, the Child Smile Team and the Speech and Language Therapist.

## Getting it Right For Every Child (GIRFEC)

The Getting It Right For Every Child (GIRFEC) is the National approach which ensures that anyone providing support puts the child at the centre. Practitioners work together to support parents and pupils where appropriate, take early action at the first signs of any difficulty. This means working across organisational boundaries and putting the child at the heart of decision making, giving 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 being 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. The multi-agency approach of the Scottish Borders is to phase in this implementation.





**Portfolios - These replace the annual report which used to be issued in March.**

Our pupils are starting to build up a portfolio of work in Showbie.

Each block we will add two pieces of literacy, one piece of numeracy and something from another area of the curriculum to demonstrate their learning linked to the Curriculum Overview.

In addition they will receive comments and or a voice note summarising progress in a particular area each block as follows:

Block 1 - Health and Wellbeing, Block 2 - Numeracy, Block 3 - Literacy, Block 4 - General Comment

Our PE and Music curriculum support teachers will also report on each pupil's progress during one block each year.

Each pupil has their own code to allow parent/carer access to their portfolio through the internet or Showbie App.

This will be issued by their class teacher.



ASPIRE • BELONG • CARE

**Curriculum Overview**

These are issued to parents at the start of each block of work and detail what the pupil's will be learning in literacy, numeracy and other areas of the curriculum.

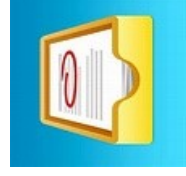
They also contain a Home Learning section where tasks/activities are listed that pupil's can undertake at home, which help to reinforce the learning they are doing in school.

**Parent Consultations**

Our teachers enjoy the opportunity to talk to you about your child's progress.

We have 3 opportunities planned for the school session, meet the teacher in September, phone call consultation in November and in person meeting in March.

# Reporting to Parents



## Showbie

**Announcement Groups**

All parents/carers of Primary 1-7 pupils are encouraged to log into their class Announcement group to see regular class photographs and to receive messages from the teachers. Each class will have it's own code. These will be sent out at the beginning of the session.

**P4-7 Showbie**

As well as seeing work in your child's portfolio you can ask them to show you what they have been doing in class on Showbie. They can do this by showing you on their ipad.

**Class Assemblies**

Each class is timetabled to lead an assembly during the year. This is where they showcase their recent learning.





# Pupil Voice



At Wilton we strongly believe in **Pupil Voice**; we include our learners in decisions which affect them. All pupils are involved in planned discussions in order to give them a chance to air their views, offer suggestions and influence decisions made around the school.

*Pupil participation relates to the Curriculum for Excellence experience and outcomes:*

*"Through contributing my views, time and talents, I play a part in bringing about positive change in my school and wider community."*

**HWB 1-13a**

Our P7 pupils are given opportunities to be responsible and become good role models for younger learners. Each year we elect House Captains, Junior Road Safety Officers, Digital Leaders, Librarians, Monitors and all P7s become P1 buddies.

## Community Links

**Physical Education Specialists** - We are very fortunate to have specialists in to teach pupils skills within different sports and activities. Pupils are given opportunities to take part in Community events such as Rugby, Football, Bowling and Cricket leagues, Netball, Hockey and Basketball tournaments and the Hawick Cross Country Championships. The Leisure Centre is used for a six week block of swimming for each class.

**Extra Curricular Activities** - Wilton works in close partnership with our Learning Community's Active Schools Coordinator Paul Scott who provides many sports activities for the pupils. We also have a variety of after school clubs which change regularly for different age ranges. Rainbows and Karate operate within the school of an evening.



# Partnership with Parents



We strive to develop good relationships with parents through a joined up approach, to support our pupils in being 'the best we can be.' This relates to the Curriculum for Excellence,

**Learners benefit when practitioners develop positive partnerships with parents and families by involving them in decisions affecting their children's education and learning (CfE).**

**Supporting learning** - Each class teacher provides a 'Curriculum Overview and Home Learning Guide' each block, sharing what the children will be learning and giving guidance and suggestions on how parents can support their child at home.

**Reporting to Parents-** There are two parent's nights/consultations in the academic year, where parents can discuss their child's learning with the teacher to .

**Opportunities to Share in Learning** — There will be opportunities throughout the year for family members to visit the classroom and see the environment and some of the work that pupils have been doing. There are also class assemblies which parents/carers are invited to, which showcase some of the classes work. Some work will also be shared on social media, on your child's iPad.

**Friends of Wilton Parent Group** — This is group of parents who are involved in supporting the school in a more accessible and informal way, especially to raise funds. All are welcome to attend meetings and become a member of the group.

## School Uniform

At Wilton we wear a school uniform. This promotes a sense of belonging; being part of our school community here at Wilton. It also helps identify our pupils when attending out of school activities and also helps identify Wilton pupils for safety reasons.

Our uniform is bright and attractive, displaying our logo - Be the Best we can Be. Nursery wear red., P1-6 wear purple and P7 wear green sweatshirts. Please clearly label all items of uniform with your child's name.

Our uniform is available to buy/order online from Border Embroidery. Denim wear and team embossed clothing e.g. football shirts, are not permitted in school.

**PE KIT** - Pupils should have a pair of shorts (white or navy), a school t-shirt (purple for P1-P6s or green for P7s), or a plain white T-shirt and a pair of gym shoes or trainers. The kit should be kept in school as each child receives a minimum of 2 hours of physical exercise per week, and P.E. days can change.

**ART** - Pupils should have some sort of protective clothing for art e.g. an apron or an adult's old t-shirt.

**WATER BOTTLE** - Pupils should bring a filled water bottle to school each day. Bottles must be filled with water and not juice for drinking throughout the day.



# Key Information



## Absence and Illness

Parents/carers need to contact the school, before the start of the school day, to inform the school if their child is unwell. If they do not, they will receive a Groupcall text asking them to contact the school. We are legally responsible for all children during school hours. It is very important that the school has accurate and up-to-date contact details for all pupils so we can contact parents/guardians quickly in an emergency.

## Attendance Figures

We monitor attendance regularly. Parents will be initially alerted by letter when attendance levels fall below 95% and if attendance continues to fall, management will hold a meeting with parents to address the issue.

## Concerns

Parents/carers can contact the school office to make an appointment with the class teacher or a member of management team, if they have any concerns regarding their child. Problems cannot be resolved, if we are unaware there is an issue.

## Complaints Procedure

We deal with all complaints in accordance with the Scottish Borders Council complaints handling procedure. This can be found on the Council website, along with the complaints form - [www.scotborders.gov.uk](http://www.scotborders.gov.uk).

If you want to make a complaint, you can do it either in person, by phone, in writing or by email. In the first instance you can contact the Headteacher or Depute Headteacher or indeed any member of staff. If we are unable to resolve your complaint, or if you believe your complaint requires formal investigation, you may make your complaint directly to the Education and Lifelong Learning Department at Scottish Borders Council.

Email: [PeopleComplaint@scotborders.gov.uk](mailto:PeopleComplaint@scotborders.gov.uk)

Tel: 01835 824000

Education and Lifelong Learning

Scottish Borders Council

Council Headquarters

Newtown St Boswells

TD6 0SA

## Council's implementation of British Sign Language 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: <https://contactscotland-bsl.org/>

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

Creating healthy childhood experiences is a shared responsibility for all. Working together we can ensure all children and young people have a sense of belonging, self-worth and self-confidence to achieve their unique potential.

# Healthy Beginnings

Safe • Active • Included • Responsible • Respected • Achieving • Healthy • Nurturing

## Top Tips

- Start your day with a healthy breakfast
- Eat more fruit & vegetables
- Keep food and drinks containing sugar to a minimum
- Enjoy family meal times
- Brush teeth at least twice a day - 'Spit, don't rinse!'
- Register with a local dentist
- Ask your dentist about fluoride varnish
- Be active, move more
- Explore different kinds of play and physical activity everyday
- Increase outdoor learning
- Reduce screen time - Phones, Tablets, PCs & TV
- Think of the 4 Bs- Bath, Brush Book & Bed

What?	Why?
	<p> Helps concentration</p> <p> Healthy Teeth</p> <p> Helps digestion</p> <p> Helps body grow and develop</p> <p> Healthy skin</p> <p> Energy</p>

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

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



Bottles used in class should be filled with plain water only.

Good hydration makes a difference to how children think, feel & function!

**Contacts**  
 Joint Health Improvement Team: [health.improvement@borders.scot.nhs.uk](mailto:health.improvement@borders.scot.nhs.uk)  
 Food & Nutrition Coordinator: [Hazel.Scott@scotborders.gov.uk](mailto:Hazel.Scott@scotborders.gov.uk)  
 NHS Borders Oral Health Promotion: [Helen.brand@borders.scot.nhs.uk](mailto:Helen.brand@borders.scot.nhs.uk)







# Key Information cont.



## Communication

We strive to ensure good communication with parents to ensure they have the necessary information to support their child. We send out letters/calendar updates, either paper copies or emails, groupcalls (texts) or phone calls. The school uses Expressions app as our main form of communication. **The school has a Facebook page as an additional form of communication with all stakeholders.**

## School Enrolment

If you live within Wilton catchment area please contact the school to enrol your child. More details on enrolment and catchment areas can be found on SBC website <http://www.scotborders.gov.uk/info/878/schools?evacid=mp>. If you live out with our catchment area and wish your child to be placed with us you must first enrol your child at their catchment school, then complete a placing request form with us. Placing request decisions are taken at authority level.

## Transitions

Before children start Primary 1 or move onto Hawick High School parents will be invited to come along to meetings with key staff. Pupils starting P1 will visit their new class. To prepare pupils for the start of their secondary Education, we run a very structured programme for transition, including a two day visit to our feeder school Hawick High School (Buckleuch Road, Hawick, TD9 OEG, 01450 372429, [hhs@scotborders.gov.uk](mailto:hhs@scotborders.gov.uk)).

Any child with additional support needs will have an enhanced transition onto their next educational provision. This will be planned on an individual basis to meet each child's needs.

## The Educational Psychology Service

The Educational Psychology Service (EPS) works with all SBC schools to support children's learning and wellbeing. They 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, they 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 children in school. In some cases, we may agree that a psychologist will work on a one-to-one basis with a child to obtain a clearer picture of how they can best be supported.

If you have any worries about a child, please contact the school, in the first instance, to arrange a meeting to discuss your concerns. We have access to a range of support Services and 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.

Please see [www.scotborders.gov.uk/EPS](http://www.scotborders.gov.uk/EPS)

## Nut Free School

Wilton Primary School promotes a nut free environment. A child has joined our school who suffers from a nut allergy and so it is vital that we communicate the importance of both staff and parents and carers adhering to this policy. Please do not send your child to school with any food that contains NUTS.



# Additional Support Needs



*"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 additional support for learning or having additional support needs."*

Some examples of why a child/young person may require extra help with their education are:

- Bereavement or family illness
- Problems at home
- Bullying
- Being particularly gifted or able
- An illness, disability or sensory impairment
- Having English as an Additional Language

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 permission before any specific referrals are made. While your child is receiving support, we will regularly review your child's progress.

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 also 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.

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](http://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](http://www.siaa.org.uk) and
- (c) Scottish Child Law Centre, a charitable body registered in Scotland under registration number SC012741. [www.sclc.org.uk](http://www.sclc.org.uk)
- D) Information on SBC website—[https://www.scotborders.gov.uk/info/20041/support\\_for\\_pupils/456/additional\\_support](https://www.scotborders.gov.uk/info/20041/support_for_pupils/456/additional_support)





# Medication



- There is no legal or contractual duty on school staff to administer medication and supervise the pupils taking it. If it is agreed by management to take on this responsibility it is purely on a voluntary basis.
- It is now only permissible to give pupils prescribed and/or complex medication. We are unable to administer non prescribed medication. When a pupil is in receipt of prescribed medication it is helpful in the first instance to consider whether or not it is necessary for the medication to be taken during the school day. This requires parents planning the administration of the child's medication to be done in out-of-school hours and includes making arrangements for the child to return home at lunch times where possible. Where this is not possible and schools are asked to administer prescribed medication, the following procedures should operate:
- All prescribed medication should be accompanied by clear, written, signed instructions from parent/guardian on the form "Request for the School to Give Prescribed Medication" (available from the school office), which includes dose, frequency, and duration of course and date prescribed. These details and the pupil's name should be clearly marked on the medication container. .
- All prescribed medication, in the smallest practical amounts should be brought to the school by the parent/carer and should be delivered personally to management or a designated member of staff.
- The renewal of any medication, which has passed its expiry date, is the responsibility of the parent. The school will contact parents/guardian if medication remains uncollected.
- Where any change in medication occurs, clear written instructions from parents/guardian should be provided for school staff.
- All information regarding medication will expire at the end of each school session. If the administration of medication is to continue all relevant information must be confirmed in writing at the commencement of the new session.
- A written record will be kept on the appropriate form indicating administration of all prescribed medication to pupils. This record will be kept together with the instruction, checked on every occasion and completed by the member of staff administering the medication. The record should give the date and time of administration, the name of the medicine, the dosage, the name of the pupil and the name of the staff member.



# Child Protection



All SBC schools and their staff are required to follow the Scottish Borders Child Protection Committee's Inter-agency Child Protection Guidelines and procedures. The Child Protection Guidelines can be found on the Scottish Borders Council website: [www.scotborders.gov.uk](http://www.scotborders.gov.uk)  
In the search box enter - **Child Protection**.

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) or an issue that could have child protection implications, the member of staff has no option but to refer to the Child Protection Unit - 01896 664159. 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.

## **New Carer's Act for Scotland**

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 sisters.

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 school's activities therefore missing out on the social aspects of school.

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

## **Disclaimer**

Whilst information provided within our Handbook is considered to be correct at the time of printing (June 2021), it is possible that there may be some inaccuracy as we progress through the session due to changes which may occur.

## DATA PROTECTION

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 at: [dataprotection@scotborders.gov.uk](mailto: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 period 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/DPOYourRights> or if you would like a hard copy of this information, please contact us using the contact details provided above.

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](mailto:dataprotection@scotborders.gov.uk) or by telephone on 0300 100 1800.

## 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/DPOYourRights> or if you would like a hard copy of this information, please contact us using the contact details provided above.

## 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](mailto: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](https://www.scotborders.gov.uk/info/20016/have_your_say/155/make_a_complaint/1)