

# Broughton Primary School



## School Handbook 2023

## Welcome

*On behalf of the staff at Broughton Primary School, I welcome you and your child to our school and we look forward to a positive and productive partnership with you during your child's school years. We hope that your child will feel secure and happy throughout their time at Broughton. Our vision for education in Broughton is that all our children achieve the highest possible standards with the appropriate skills to allow them to enjoy success now and in the future.*

*We warmly welcome parents into school and are keen to encourage you to take an active role in the life of your school. We believe strongly that outcomes for our children are greatly enhanced and improved when we work in partnership together. Parents help around the school in both informal and formal ways: helping in the library and classrooms; going on excursions with classes; taking lunchtime or after-school clubs or becoming members of the Parent Council.*

*This booklet is designed to give you key information regarding our school, aims, methods and procedures to encourage and enhance the links between school and home.*

*Please do not hesitate to telephone or email the school office if you require any further information or would like the opportunity to visit the school. We look forward to getting to know you and your child and working together during your child's time at Broughton Primary School.*

*Carn Peaston  
(Head Teacher)*

*Please note that the information contained within this booklet is accurate at the time of review (September 2023) but it is subject to changes in staffing, roll and resources by time of publication.*

*Twitter - @BroughtnPrima3*

*Website - [www.broughtonps.weebly.com](http://www.broughtonps.weebly.com)*

## Broughton Primary School

Broughton Central Primary School was built in 1875 to provide Primary Education for the children of the area. It was extended in 1937 and 1953 to include Secondary Education under the title Broughton Junior Secondary School. In 1968 on the centralization of Secondary Education in Peebles, it reverted to the role of Primary School and was renovated. In the course of its life it has taken over the duties of Glenholm, Drumelzier, Tweedhopefoot, Tweedsmuir, Stobo and Skirling schools, all of which have closed. Broughton Primary School now provides education for children in the 5 - 12 age group within the parishes of Broughton, Drumelzier, Glenholm and Kilbucho, Skirling, Stobo and Tweedsmuir.

The school presently has a roll of 40 pupils (P1-P7) and 14 pupils in our Early Learning Class (ELC). Primary 1-7 has a teaching compliment of 2 class teachers. Broughton Primary shares a Head Teacher with Newlands Primary School in Rommano Bridge with the Head Teacher having overall responsibility for both schools and no teaching commitment.

Due to the numbers of pupils we have in Broughton, most pupils will be educated in composite classes - classes with more than one year group. It is important to us that within this setting that all children experience a curriculum designed to meet their needs and to ensure they progress in their learning at their own level. In addition, because of its small pupil numbers, it is occasionally necessary to split a year-group to make up composite classes of reasonable size. This is done in line with Scottish Borders Council Composite Class policy.

We are very proud to have a 'House' system in school. Each child will be allocated a house when they enter school. The Captains and Vice-Captains of each house - Cardon, Dreva and Rachan - are appointed each year following election campaigns and voting. House points are allocated by staff for effort, application and attitude to name a few reasons; the house points are counted each month and a house trophy is awarded. Each year at our annual Sports Day, pupils participate to earn points for their house and there are a number of inter-house competitions organised throughout the year. Our Pupil Parliament has a strong voice within the school working to take forward priorities identified by their peers. Pupil voice is strong in BPS with many opportunities to join various different groups and committees who assume leadership roles contributing to the ethos and life of the school.

## School Vision, Values and Aims

Our vision, values and aims are at the heart of what we are trying to achieve for our children and families in Broughton Primary and were established in consultation with pupils, staff and parents.

At Broughton School our vision is to provide a safe, secure and happy environment from within which a challenging curriculum can be taught by friendly supportive staff, to create an atmosphere of openness and equality which allows pupils to fulfil their potential.

The vision is embodied in our school's aims to:

- Educate and challenge all pupils to achieve the Scottish Curriculum.
- Play a positive and central role in the activities of the local community whilst being considerate to the needs of all.
- Create a fun, friendly and inclusive environment in which pupils, teachers and parents can communicate and interact.
- Afford children the opportunity to develop confidence, a healthy lifestyle and the relevant skills to fulfil their potential.

Our values are embodied in our school motto - CAN - At Broughton we have a CAN culture (Challenge, Achieve, Nurture).

Broughton is a non-denominational school which has strong links with the churches of Upper Tweeddale. Our local minister visits school during the year and hosts services in church at the end of our Christmas, Easter and summer term. Assemblies are held each week and the focus of these is to celebrate success and recognise individual and collective achievements. This serves as an important opportunity also for us to cover aspects of our Health and Wellbeing curriculum. In some assemblies, religious observance may take place. Any parent who wishes their child to be excluded from religious observance should contact the Head Teacher.

## **Enrolment** -(Primary 1)

Parents of any child who will be 5 years old on or before 29 February in any year are invited to visit the Head Teacher of their local school during enrolment week which is in November. When you register you will be asked to show a copy of your child's birth certificate and will be asked to provide proof of residence in the area.

Readiness for primary school varies from child to child and a child does **NOT** have to begin attendance at school until August **AFTER** his or her fifth birthday. If your child's fifth birthday comes between the beginning of term (August) and 29 February the following year, your child does **NOT** have to begin school until the following year.

### **Early Admission**

Applications for early admission to primary school on behalf of children who do not fulfil the normal enrolment requirements should be made to school by 11 **January** each year.

### **Placing Requests**

If you intend to make a placing request to attend a primary school, other than your local school, you are requested to visit your local catchment school to reserve a place during enrolment week and inform the Head Teacher that you will be making a placing request. This will ensure a place is available at your local school in the event the Authority is unable to grant your placing request. In addition, parents wishing their child to be admitted to a school other than the catchment school are requested to visit the Headteacher of their preferred school by 11 **January**.

### **Transition**

The main provider of pre-school education in Broughton is Broughton ELC. Pupils starting in P1 come from a number of pre-school settings so we have a number of transition visits to familiarise new pupils with the school, building, staff and facilities prior to them starting in P1. As well as informal visits and liaison between pre-school and school staff, we have opportunities for pupils to come into the P1 class during the summer term prior to them starting school. We are very proud of the strengths of our transition programme both in terms of the pastoral but also curricular transition from playgroup to school. The major opportunity is 'moving up' morning which takes place in June when P7 pupils visit Peebles High School and all pupils in school have the opportunity to spend a good part of the morning in the classroom with the teacher for the following year. At this time of year there will be an opportunity for Parents of these pupils to meet with the Class Teacher and Head Teacher for an information and question session.

### **General Enrolment**

Pupils who move into the area during the school year should contact the Head Teacher to ascertain the availability of places and arrange the sharing of the links to the virtual tour of the school. Prior to starting school an admission form must be completed and submitted on line via the SBC website. Staff will also provide advice on how to prepare their child for school. A useful website for this is <https://education.gov.scot/parentzone/>

## **School Information**

### **School Hours**

P1 - 7                    8.45am - 3.15pm (Mon to Thurs)  
                              8.45am - 12.35pm (Fri)

P1 - 7 Lunch            12.30pm - 1.15pm (Mon to Thurs)

    Brunch              11.45am - 12.20pm (Fri)

Morning interval : 10.30am. - 10.45am.

Playground supervision is provided from 8.30am each day. The school office is open during school hours but the School Administrator is not available during interval and lunch times. Please make sure important calls to the office are made between 8.45am and 3.15pm excluding breaks. At break and lunch time pupils are allowed outside to play unless it is very bad weather. There are playground supervisors in the playground at all times.

### **Contact Details**

#### **School address**

Broughton Primary School  
Broughton  
By Biggar  
Lanarkshire  
ML12 6HQ

Telephone 01899 830224

Email [Carn.Peaston@scotborders.gov.uk](mailto:Carn.Peaston@scotborders.gov.uk) ( Head Teacher)  
[bwhitten@scotborders.gov.uk](mailto:bwhitten@scotborders.gov.uk) (School Administrator)

Scottish Borders Council

Telephone 01835 824000

#### **Emergency Contact**

It is vitally important that we have contact numbers for parents and carers to enable us to make contact in emergency situations. Please ensure you keep school up to date with any changes. In the event of an emergency school closure, parents are likely to be contacted by 'Groupcall' which is a text informing parents of the situation and any action to be taken. It is therefore essential that we have a mobile number for parents where possible.

#### **Parent Council**

All Parents are members of the Parent Forum which is represented by the Parent Council. The Parent Council are very supportive and have a Fundraising Group and Eco Group. There are a number of open meetings during the year and sub-group meetings as necessary. Anyone interested in joining the Parent Council should contact the Chairperson Chelsea Shapiro-Waugh or the Secretary, (Alison Leite) or visit the Parent Council website [BroughtonParents@outlook.com](mailto:BroughtonParents@outlook.com)

#### **Communication**

Home-school communication is very important. We try to ensure that information is given to parents regularly. Each week (Thursday) information is distributed to the primary parent in

the form of school notes, now sent via email. Leaflets etc. will still be sent home with the eldest in the family.

Key information is also shared on our Twitter feed [@BroughtnPrima3](#) and website [www.broughtonps.weebly.com](http://www.broughtonps.weebly.com)

If you have any issues or concerns regarding your child, then you should make an appointment to speak to the class teacher without delay. If you feel that there is a matter which has not been resolved or cannot be dealt with by the class teacher then please contact the Head Teacher.

### **Complaints**

Most concerns can and should be resolved in school. Any concern should be brought to the attention of the class teacher or the Head Teacher in the first instance. Following a discussion regarding the concern, time should be given for the matter to be addressed and a solution sought. Parents will be kept informed of progress during this time. If the concern continues then parents may wish to make a formal complaint. This can be done in person, by letter or phone, by email or by using the complaints form. A complaints leaflet is available from the school office or on the council website [www.scotborders.gov.uk](http://www.scotborders.gov.uk)

Please note that appeals against exclusions, or about placement requests are dealt with under separate procedures which are detailed on the appropriate webpages.

Complaints relating to additional support for learning are also dealt with through a separate process which is managed by Integrated Children's Services (ICS).

### **School Improvement**

Schools have a plan for improvement which is annually updated. The priorities for improvement are co-created in consultation with parents through Parent Council, with pupils through discussions with the Head Teacher and through staff planning sessions and our overall evaluation of the previous session's plan. The progress in improvement is communicated to parents through the annual School Improvement Report (SIR) and relates directly to Quality Indicators from How good Is Our school 4<sup>th</sup> Edition.

### **School Term Dates**

School Term dates for session 2023/24 are attached as an appendix. Term dates for future years are available on the Scottish Borders Council website.

## Staffing (as of August 2023)

Head teacher:	Mrs C. Peaston	
Principal Teacher:	Mr M Kaljee (PT for Broughton & Newlands)	
Class Teacher:	Mrs K Scott	Mon/Tues/Fri P4/5/6/7
Class Teacher:	Ms. E Scott	Wed/Thurs P4/5/6/7
Class teacher:	Mrs. M. Lyon	Mon-Thurs P1/2/3
Class teacher:	Ms. E Lawson	Fri am P1/2/3
ELC (Early Years Officer)	Mr. C Robertson	ELC
ELC (Early Years Practitioner)	Mrs. C Douglas	ELC
ELC (Early Years Practitioner)	Ms. S Haig	ELC
ELC (Modern Apprentice)	Ms. K Aitcheson	ELC
Support for Learning:	Mrs S. Lawson	Monday
P.E:	Mr. R. Davidson	Tuesday pm
Music:	Ms. Nicola Watt	Wednesday pm
School Administrator:	Mrs B Whitten	
Classroom Assistant:	Mrs. F. Woollard	
Additional Needs Assistants:	Mrs F Woollard/Mrs P Roy,	
Playground Sup:	Various	
Cleaner:	Mrs. Wendy Simpson	
Cook:	Mrs. Carolyne Murray	
Dining Attendant:	Mrs T Wright	
Janitor:	Mr Walter Scott	



## Curriculum

In a school of this size, covering the full primary age range, much of the work is carried out on a group or individual basis. It is our aim that each pupil should be allowed to work at the best level and speed for that child as an individual.

Curriculum for Excellence designed to meet the needs of Scotland's children and young people ages 3 - 18.

The 'Curriculum for Excellence' is designed to ensure pupils in our schools are

- successful learners
- confident individuals
- effective contributors
- responsible citizens

In designing the curriculum schools are charged with providing pupils with:

- challenge and enjoyment
- breadth
- progression
- depth
- personalisation and choice
- coherence
- relevance

The structure of the curriculum has eight curriculum areas:

- Expressive Arts
- Health and Wellbeing
- Languages
- Mathematics
- Religious and Moral Education
- Sciences
- Social Subjects
- Technologies

Each of these areas will be covered in ELC, Primary and the first 3 years of Secondary Education. More specialised courses will be designed for the final 3 years of Secondary Education. The areas of the curriculum will be taught at different levels with different experiences and outcomes being promoted at these levels.

The levels are:

- Early - 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 and Fourth - S1 to S3 but earlier for some
- Senior Phase - S4 - S6 and college or other means of study

In each curriculum area there are structured experiences and outcomes for pupils which teachers will use in planning.

A brief summary of the curriculum structure is:

### Expressive Arts

- Art and Design
- Dance
- Drama
- Music
- Participation in performances and presentations

### Health and Wellbeing

- Mental, emotional, social and physical wellbeing
- Planning for choice and changes
- Physical education, physical activity and sport
- Food and health
- Substance Misuse
- Relationships, sexual health and parenthood

### Languages

- Literacy and English
- Listening and Talking
- Reading
- Writing

### Modern Languages

- Listening and Talking
- Reading
- Writing

### Mathematics

- Number, Money and Measure
- Shape, position and movement
- Information Handling

### Religious and Moral Education

- Christianity
- World religions
- Development of beliefs and values

In Primary 6 and 7, pupils explore some more sensitive aspects of substance misuse, relationships and sexual health. Parents will be informed when this is happening, the content, and invited to discuss any concerns.

### Sciences

- Planet Earth
- Forces, electricity and waves
- Biological systems
- Materials

- Topical science

### Social Subjects

- People, past events and societies
- People, place and environment
- People in society, economy and business

### Technologies

- Technological developments in society
- ICT to enhance learning
- Business
- Computing science
- Food and textiles
- Craft, design, engineering and graphics

In our school we use an interdisciplinary approach to the curriculum whenever appropriate. This means that curriculum areas will be linked to ensure relevance and coherence for our learners.

Digital Technologies - All P4-P7 pupils are issued with their own Ipad to support high quality learning & teaching. P1-P3 have access to shared Ipads.

All pupils are continually assessed by class teachers and P1/P4/P7 complete the Scottish National Standardised Assessments (SNSA).

The following websites are also useful for parents -

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

Education Scotland : <http://www.educationscotland.gov.uk/>

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

## Teaching and Learning

As mentioned earlier, pupils progress through the school at their own level. Class teachers plan carefully for all pupils to ensure they are suitably supported and challenged in their learning. Each term, a plan of learning (Termly Highlights) is sent home to parents to allow them to support their children in what is happening in class.

Every class teacher forms routines and procedures at the beginning of the year to ensure smooth running in their class. These may be different to meet the needs/age of the pupils. Every class will have more than one teacher in the week, and class teachers will inform parents of the days pupils may need specialist equipment such as PE equipment or library books.

Pupils may, at times, require extra support or challenge in school. Our Support for Learning Teacher plays an important part in this process. The role of the learning support teacher is a wide and changing one. She is there to help learners who require additional support with their work or who needs more challenging work. She may take groups or individuals for specific learning programmes. Some pupils may have been identified and referred to her as having difficulties and requiring additional support on a regular basis. Others may only see her on odd occasions as required to solve specific learning difficulties that they are encountering. The Support for Learning Teacher also works on a consultative basis with class teachers.

In Broughton Primary School the policy for learning support and inclusion follows the policy of Scottish Borders Council. Please see Additional Support Needs Section. It is our aim to promote fairness, respect and equality for all by providing suitable challenges, support and access to the curriculum for every pupil. Pupils may at some time require support from agencies outside school and the Head Teacher/Learning Support Teacher will, in consultation with parents, facilitate the liaison with partner agencies to ensure appropriate support is obtained.

Pupils are continually assessed by class teachers through observation, written tasks, activities and discussions. Pupils will also be taught to self assess and peer assess. Teachers use many formative assessment strategies in class to gain assessment information which is used to inform next steps in learning. It is our aim that pupils are at the heart of the learning process, actively involved and leading their own learning.

Consultations with parents are arranged twice a year. Parents are invited to come into school for a 10 minute appointment with their child's class teacher. There will be an opportunity for a 10 minute telephone consultation if preferred. It is very important that there is good open communication with parents so please do let us know if you have the slightest concern as we are always happy to discuss any issues with you. Families will also receive a more formal written report at the end of the school year. In addition, children bring their Learning Journals home to share their learning with parents/carers. We are currently transitioning Learning Journals onto a digital platform - Showbie.

Research has shown that involving parents in their child's school work is very beneficial. We very much appreciate the support of parents with homework as the extra practice and support is essential to ensure pupil progress. This is particularly important in the early years. Homework for each class will be given by the class teacher and an indication of what is being given will be shared with parents.

### **Outdoor Education and Educational Outings**

When the opportunity or need arises we like to take the children out of the school to experience the environment at first hand. We are fortunate to have lovely school grounds and use these when ever we can. We also like to take the children on short trips around the village. Outings are often arranged in connection with class topics, the availability of transport is a problem and this sometimes limits our flexibility in this area.

The support of the Parent Council, who help pay for our use of minibuses and coaches, is greatly appreciated and without this contribution much of our educational excursion programme would not be possible.

Over the past few years we have been fortunate to be able to offer P7 pupils the opportunity to participate in residential experiences. Primary 7 pupils spend 5 days on a residential with pupils from Newlands. Information and costs are given to parents at the beginning of the year of the residential.

### **Support for Learning** **Additional support for learning**

Children may require additional support at different times throughout their school life with their learning. Our support for learning teacher works with groups of children to support them, mainly with literacy and numeracy skills. If the class teacher feels that your child would benefit from extra support, they will discuss this with you.

### **Inclusion and Pupils with 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 additional support needs may include:

- 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.

You can also speak to a Team Leader at the local Children & Family's Support office:

Eildon Locality Office  
10-12 Galapark  
Galashiels  
TD1 1EU  
Tel: 01896 661880

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.

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. 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](http://www.enquire.org.uk), or ring them on 0845 123 2303.

Additional support may be given in the short term or for longer periods of time. If you feel your child needs extra support, the person to speak to in the first instance is the class teacher. You have the right to request an assessment for your child either through school or your GP.

Additional information can be found through the following link:

[http://www.scotborders.gov.uk/info/886/additional\\_support\\_needs](http://www.scotborders.gov.uk/info/886/additional_support_needs)

If something goes wrong or you are dissatisfied with our services, please tell us and we will do our best to put things right. We deal with all complaints in accordance with the Scottish Borders Council complaints handling procedure. This can be found on the Council website: [www.scotborder.gov.uk](http://www.scotborder.gov.uk).

If you do want to make a complaint, you can do it either in person, by phone, in writing or by email. You can do this through your child's teacher or a senior member of staff (the Head Teacher or a Principal Teacher) or indeed any member of staff. You can also make a complaint via the complaints form on the council website [www.scotborders.gov.uk](http://www.scotborders.gov.uk).

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. Again this may be done in a variety of ways:

- in person at a Scottish Borders Council customer services office
- by phoning Customer Advice and Support Service on 0300 100 1800
- by email to : [PeopleComplaint@scotborders.gov.uk](mailto:PeopleComplaint@scotborders.gov.uk)
- in writing
- to your local councillor
- via the complaints form on the council website [www.scotborders.gov.uk](http://www.scotborders.gov.uk).

### Transitions information

When your child transitions from ELC to Primary & Primary to High School additional support maybe required. If your child requires an enhanced transition the school will support with this.

## **School Policies**

### **School Rules and Discipline**

Our Respectful Relationship and Anti-Bullying policy is currently being reviewed and aligned with the SBC Policy (August 23). Our current policy can be found on our school web-site.

### **Absences**

When a child is unable to attend school due to illness, please call school prior to 9.15am to let us know. The pupil should bring a note of explanation on their return. In line with the policy of Scottish Borders Council, all holidays taken during term time will appear on a pupil record as unauthorised absences.

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.

### School Meals

Meals are made in the school kitchen. The cost of a two course meal is £2.40 daily. At the moment P1 - P5 are free.

We operate a system called ParentPay which is an on-line system. Facilities are available for the supervision of children having packed lunches, but cutlery and crockery cannot be provided.

Application for free school meals can be made from parents who receive benefits. Forms can be obtained from the school or direct from Scottish Borders Council Headquarters at Newtown St. Boswells.

### School Uniform

At present, the school colours are maroon and grey. As far as possible, and to conform with the dress code, these colours should be observed when purchasing school clothes.

School sweatshirts, poloshirts and other items may be ordered on-line through "Brown and Out" in Peebles. Link - <https://www.brownandout.co.uk/shop/general-school-wear/>

Trousers, skirts and pinafores should preferably be grey. The wearing of tracksuits and jeans is discouraged.

Shorts and tops for gym should be self-coloured and without decoration. We do have a house T shirt which most pupils wear for gym. No jewellery should be worn at gym. Gym shoes are required for indoor PE and trainers for outdoor PE. Long hair must be tied back for PE lessons. If wearing tights, girls should have socks for PE.

Children are requested to have indoor shoes for the classroom. Gym shoes may be worn for this purpose. Pupils should not be in school all day wearing wellington boots or without footwear. Please provide a bag big enough to store indoor shoes and PE kit.

For their own safety, children should only wear stud earrings which should be removed for P.E. lessons.

**PARENTS ARE REQUESTED TO ENSURE THAT THEIR CHILD'S NAME IS ON EVERY ARTICLE OF CLOTHING AND FOOTWEAR.**

There is a lost property box in the area beside the afternoon exit door. Please check here if your child has lost an item. At the end of each session, remaining lost property will be recycled.

### Health Care

On occasion pupils may be given medical examinations, particularly at times of transition. Parents will be given notice of this and invited to attend. The school nurse visits school a number of times each year.

Dental screening is provided each year for certain age groups.

If your child is ill and you think his/her symptoms indicate an infectious ailment then please **DO NOT** send him/her to school until you have consulted your doctor. Please keep pupils who have been suffering from stomach upsets at home until they have been free from



symptoms for 48 hours.

**It is necessary to inform the school in writing, by telephone or in person, of the cause of any absence from school.**

Any minor accidents which occur during school hours are generally attended to by a member of staff. We are now only permitted to clean wounds so more serious injuries are treated at the Health Centre. In the latter case, every possible effort will be made to contact parents as soon as possible after the accident and it is for this reason that we require parents to keep us updated with emergency contact arrangements.

## **End of Day Arrangements**

### **Transport**

Transport to and from school is organised by Scottish Borders Council for pupils who live more than 2 miles from school. Pupils travelling on school transport are issued with a permit. Only pupils with permits may travel on school transport. Times and venues for pick up and drop off are sent to parents with the permit. Any issues with times or permits should be taken up with Scottish Borders Council Passenger Transport Department. Currently there is a service bus which transports pupils from Stobo, Dawyck and Drumelzier; a minibus which transports pupils from the Moffat side of the school and a contracted minibus which transports pupils from the Skirling side of the school. There are also taxis which transport pupils to more remote areas.

Parents are asked for confirmation of travel arrangements at the beginning of the year and are then asked to inform the school in the morning about any short-term changes in the normal transport arrangements for their children's return home at the end of the day. For the children's safety it is important that the school is informed if a pupil is to be collected by a person other than the parent.

Any changes in transport arrangements must be sent to the child's class teacher in writing.

Parents are requested to listen to Borders Radio for communication regarding passenger transport. When notified of any changes, the school will support the notification of cancelled/changes to transport via Groupcall or the reinstated parent communication tree.

Any concerns regarding transport arrangements should be directed to the Head Teacher.

### **Extra Curricular Activities**

From time to time members of staff/parents and members of the local community may offer extra curricular activities to pupils. These are done on a voluntary basis and we are very grateful to who provide these opportunities. Details of these activities will be sent to parents.

## **Other Information**

### **Transfer to Peebles High School**

Having completed seven years of primary schooling the children in the Broughton School catchment area transfer to Peebles High School (Telephone : 01721 720291). The Peebles High School Pastoral Care Department work closely with Broughton Primary School to ensure a smooth transition from the Primary setting to High school.

A calendar of transitional events consultations and visits, is followed throughout the P7 year.

The P7 Parents are invited to the High School, before their children attend, for more information.

The Primary 7 pupils are also given the opportunity to visit the High School on a number of occasions during their P7 year culminating in a two day consecutive visit during the summer term.

### **Community Use**

The school is available for use by community groups. Booking forms and current prices can be obtained from the school office. The booking form must be signed by the person responsible for the group. We would ask that all groups help us to ensure our school is treated with care.

### **Child Protection - Responsibilities of the School**

All SBC 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 staff member 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 the child to child protection officers. 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 parent 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-ordinators are Carn Peaston (*Head Teacher*) and Marcel Kaljee (*Principal Teacher*) who can be contacted to discuss any issues that may arise.

Useful websites providing information on dealing with child protection issues for children, young people and their parents and carers are: [www.infoscotland.com/childprotection](http://www.infoscotland.com/childprotection) and

[www.childline.org.uk](http://www.childline.org.uk). The site also provides advice on what steps you should take if you have concerns on a child protection issue.

## **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 and the GIRFEC provisions are planned to be fully implemented by August 2017. If you would like any further information please ask your child's Head Teacher.

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 • Learning

## 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?
	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>Helps concentration</p> </div> <div style="text-align: center;"> <p>Healthy Teeth</p> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> <p>Helps body grow and develop</p> </div> <div style="text-align: center;"> <p>Helps digestion</p> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> <p>Healthy skin</p> </div> <div style="text-align: center;"> <p>Energy</p> </div> </div>

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)



## **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.

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



## 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.

\*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

### Disclaimer

Paragraph making it clear that whilst information provided is considered to be correct at the time of printing. It is possible that there may be some inaccuracy by the time the document reaches the parents.

### Young Carer

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 Broughton 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.

## **Employment of Children**

Children under the statutory school leaving age can only be employed within the terms of the bye-laws on the Employment of children. These regulations allow anyone to be employed at 14 years but under certain circumstances children **under 13 years of age can be employed**, and for those over the age of 13 there are limits on the hours and type of employment which are allowed. Parents and employers must both complete an application form for an employment permit before the employment begins. Forms and application forms are available from the school office. Further details can be obtained from HQ Operations, Children & Young People Services, Scottish Borders Council, Newtown St Boswells, TD6 0SA

Further information can be found at:

[https://www.scotborders.gov.uk/info/20025/licensing/670/employment\\_byelaws\\_for\\_children\\_and\\_young\\_people/1](https://www.scotborders.gov.uk/info/20025/licensing/670/employment_byelaws_for_children_and_young_people/1)

## **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/DPYourRights> 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)

## **Transferring Educational Data about Pupils**

Education authorities and the Scottish Executive Education Department (SEED) have collected data about pupils on paper forms for many years. We are now working together to transfer data electronically through the ScotXed programme.

### **What pupil data will be collected and transferred?**

Data on each pupil is collected by local authorities and SEED. The data collected and transferred covers areas such as date of birth, postcode, registration for free-school meals, whether a pupil is looked after by his/her local authority, additional support needs including disability, attendance, absence and exclusions from school. Pupil names and addresses are collected by their school and education authority but they are not passed to SEED. Your postcode is the only part of your address that is transferred. Data is held securely and no information on individual pupils can or would be published by SEED.

Providing national identity and ethnic background data is entirely voluntary. You can choose the 'not disclosed' option if you do not want to provide this data. However, we hope that the explanations contained in this message and on our website will help you understand the importance of providing the data.

### **Why do we need your data?**

In order to make the best decisions about how to improve our education service, SEED and

education authorities need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better exam results. Accurate and up-to-date data allows SEED, education authorities and schools to:

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

### **Your data protection rights**

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

SEED works with a range of partners including HM Inspectorate of Education and the Scottish Qualifications Authority. On occasion, we will make individual data available to partners and also academic institutions to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control and prior agreement of the Data Access Panel in SEED, which will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual.

### **Concerns**

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

### **Want more information?**

Further details about ScotXed data exchanges are available on the ScotXed website, [www.scotxed.net](http://www.scotxed.net)

### **Scotxed Collections**

Scottish Local Authority schools collect pupil and teaching staff data each year for statistical analysis by the Scottish Government (the ScotXed data collections). More information on the type of information collected and what is done with it can be found using the following link.

<http://www.gov.scot/Topics/Statistics/ScotXed/SchoolEducation/ESPrivacyNotices>

## Keeping our child and young people safe in the Scottish Borders

### **CHILD PROTECTION**

- Our settings in the Scottish Borders work hard to keep our children and young people safe - all children and young people have a right to feel safe within the setting, home and community.
- Within our setting we strive to provide a safe, secure and nurturing environment for our children and young people, which promote inclusion and achievement.
- All staff in Education have a statutory and professional responsibility to take action if we have reason to believe a child is suffering, or is at risk of abuse.
- Our [Scottish Borders Child Protection procedures](#) set out what we will do if we have reason to believe a child is being abused or is at risk of abuse, either within the home or the community. These procedures are designed to ensure that children and young people get the help they need when they need it.
- All staff are aware of their child protection responsibilities and every year all staff in our setting attend a child protection update.
- Many of our staff undertake additional multi-agency child protection training.
- Every setting has a Child Protection co-ordinator who has the responsibility for overseeing child protection concerns as well as those young people who are care experienced within the setting.
- The Child Protection co-ordinator for the setting is: Carn Peaston (Head Teacher)

### [What to do if you have a child protection concern?](#)

**It's everyone's responsibility to protect children.**

**If you have any concerns that a child is being harmed or is at risk of harm, please call without delay**

01896 662787 (Duty Children and Families Social Work Team)

01896 752111 (Out of office hours that covers all areas)

**Emergency contact**

If you consider a child or young person is in immediate danger, call the Police on 999 immediately

**[Need more information about keeping our children and young people safe?](#)**

This [link](#) takes you to the Scottish Borders Child Protection Committee online website where you can find some suggested links to websites to better inform you about safety issues such as Internet safety and Child Sexual Exploitation as well as letting you know about opportunities for training in Child Protection. You can also find the Scottish Borders Child Protection Procedures on this website.

**<http://onlineborders.org.uk/community/cpc>**

Scottish Borders



Fit4Fun Families



## 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 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](mailto: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**



Produced by  
Borders Child Healthy  
Weight Service:  
Fit4Fun Families  
October 2022





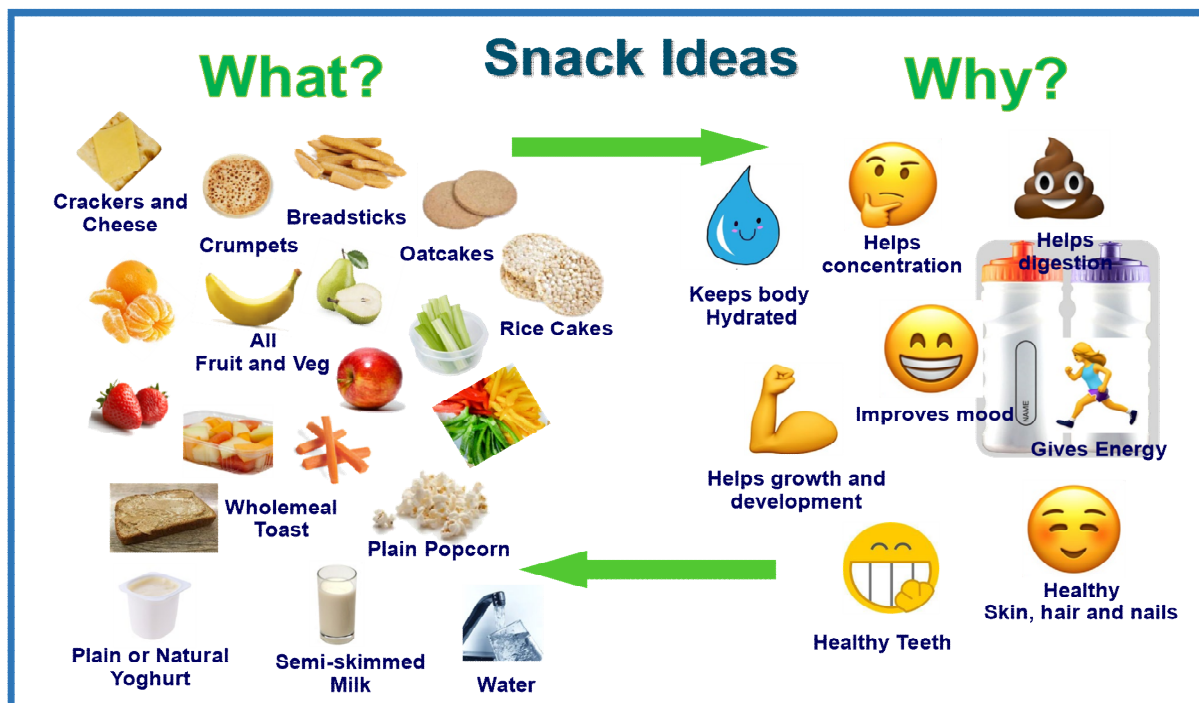
# Helping your Child to Grow, Learn and Play

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







# 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, Tweeddale, Berwickshire
- 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)
- 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 - Tweeddale 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.

### Tweeddale

- Friday 6 October 2023
- Monday 12 February 2024