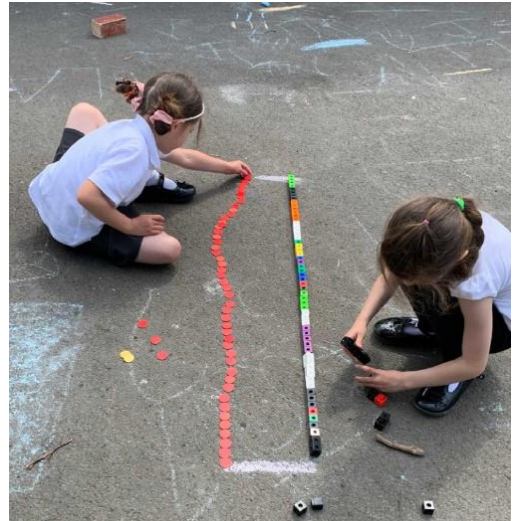
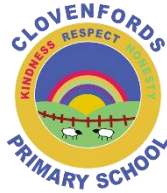




Clovenfords Primary
School
Parent Handbook
2023-2024

Kindness **Respect**
Honesty





Clovenfords Primary School Parent Handbook



Welcome to Clovenfords Primary School and to what we hope will be a long and happy association with the school.

We strive to ensure our pupils enjoy engaging learning experiences and a wide range of extracurricular activities. We are very proud of the achievements of all our pupils, in and out of the classroom. We have an inclusive culture where all pupils are encouraged to contribute to the life of the school and take on leadership roles and responsibilities. Our culture and ethos are based on our school values of kindness, respect and honesty.

We have a dedicated and hardworking staff team who create a safe, nurturing and stimulating learning environment within our beautiful school building and surroundings. As a school, we know the benefits of having excellent partnerships with parents that result in improved attainment and positive wellbeing for the children. Parents are welcomed into school and are encouraged to take an active role in the life of their child's education and the many opportunities we can offer by working together. We want to support our learners and build on the importance of community and connectedness for all. Many of our parents and family members support our school, for example by helping in our library, going on excursions with classes and being active members of our Parent Council.

The aim of this handbook is to provide you with as much information as possible but please do not hesitate to get in touch if you can't find what you are looking for. We look forward to welcoming you to Clovenfords Primary School and to working in partnership with you.

Alison Saxon

Head Teacher

The information contained in this booklet is accurate at the time of writing (December 2023) but is subject to change in roll, staffing and resources.

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School Information

Our School Address:

Clovenfords Primary School

Muscat Brae

Clovenfords

Galashiels

TD1 3LQ

Telephone:

01896 662755

Email:

Clovenfordsps@scotborders.gov.uk

Website:

[Clovenfords Primary School – Kindness, Respect, Honesty \(glowscotland.org.uk\)](http://glowscotland.org.uk)

Twitter:

@Clovenfordsps_

Context of School

Clovenfords Primary School is situated in the Scottish Borders within the village of Clovenfords. The current school building opened in April 2012. Prior to this, the school was at Caddonfoot and known as

Caddonfoot Primary School. The school is non-denominational and serves the village and surrounding area.

Currently there are five primary classes and an ELC (Early Learning and Childcare) setting. The school role is currently 150 pupils from ELC -P7. Our ELC is led by an Early Years Officer and supported by five Early Years Practitioners as well as an Early Years Modern Apprentice. Our ELC is very much part of our whole school community. The nursery adjoins the main school building with its own secure entrance system as well as a secure outdoor environment that the children access on a daily basis. Staff work together and ensure regular opportunities for our ELC pupils to take part in the life of the school and this supports the children who will be moving into Primary 1.

Our most recent Care Inspectorate report is available for you to view online. Key messages from the inspection were that children experienced warm, caring and nurturing interactions from staff who knew them well, children benefited from high quality play experiences and effective communication with parents meant children's needs were supported. Parents felt included in their child's care and learning and children's health and wellbeing was promoted with daily access to the outdoors. The Care Inspectorate also reported that staff worked well together and had built trusting relationships with children and families.

You can find the full details in the report which can be accessed online at:

<https://www.careinspectorate.com/index.php/care-services>

Within our P1-P7 classes, there are eight teaching staff as well as a Support for Learning Teacher who joins us on a Tuesday and a PE Curriculum Support teacher who also visits on a Tuesday. Our leadership team consists of a non-teaching Headteacher and a Principal Teacher who is out of class each Wednesday to Friday.

The school enjoys a positive partnership with the Parent Council in working towards identified school improvements and opportunities for learning for all pupils. Currently there is a focus on improving our school library and encouraging reading for pleasure. In addition, the school and Parent Council are looking at ways to promote and develop our outdoor spaces.

Across the year pupils have a number of opportunities to engage in lunch time and after school clubs such as reading, chess, netball, basketball and tennis. There is also an IT club. Pupils have the opportunity to engage in sporting competitions with other schools in the Galashiels and surrounding areas as well as across the Borders. We have strong links with Galashiels Academy to support transition for our P7 pupils.

The school takes part in many of the events that occur each year as part of the Braw Lads Festival.

Vision, Values and Aims

Our school vision and **child friendly** version is:

Together we will strive to ensure that all children will flourish and be celebrated for their own unique abilities.

I am unique

All children will develop as lifelong learners with resilience, ambition and pride in their achievements.

I am a lifelong learner

Each child will know that they matter and that their voice is heard.

My voice matters

Our vision was created following consultation and engagement with the whole school community. Our vision underpins all that we strive to achieve in school.

Our values which were also created in partnership with the children and their families are:

Kindness Respect Honesty

We use our school values every day as they support us to embed the positive ethos and culture that makes our school a warm, caring, nurturing and welcoming place for all. Our school vision values and aims are celebrated every week in Assembly as pupils are recognised for enacting these in their daily school lives. All our children know and can say what our values are and why they matter to us. They know and are confident in their understanding of our school vision. The children have created our school Aims based on the Wellbeing Indicators, exploring the statements and then creating their own child friendly versions:

Our school aims are:

We are Safe - To keep everyone safe we should listen to adults and each other, try to make positive choices and follow our school values so we all feel cared for and reassured that it is going to be okay.

We are Healthy - We know that learning to make healthy choices supports our physical and mental wellbeing.

We are Active - We are active by playing, going to different clubs and having fun with our friends.

We are Nurtured - Nurture is when people care for us, are loving and give us food, water and shelter.

We are Achieving - Achieving is when people are helping us to learn, to build up our skills and to have confidence in ourselves

We are Respected - We are respected because we know that we are listened to.

We are Responsible - Responsible means that we are role models for other people and we can be trusted to do the right thing

We are Included - Being included is feeling accepted for who we are.

Practical information

School Hours:

ELC

Monday - Thursday 8.30am - 3.05pm, Friday - 8.30am - 12.05pm

P1-P7

Monday - Thursday 8.45am - 3.15pm (Morning Break 10.30am-10.45am; Lunch 12.15pm-1.00pm)

Friday 8.45am - 12.15pm (Brunch - 10.45am-11.15am)

Drop Off and Pick Up

ELC children are welcomed into their setting each day by the staff who will confirm with you who is collecting your child at the end of each day. If there is a change to this arrangement you must contact the school.

Our P1-P7 children line up outside their classroom doors when the bell sounds at 8.45 am. Their class teacher will welcome them into school. We do not encourage children to arrive before 8.30am as the playground is not supervised. Between 8.30am -8.45am there is limited supervision. There is suitable shelter outside each classroom for inclement weather, however if the weather is particularly bad the middle door will be open for children to come in from 8.35 am. Children may be asked to go to the main hall instead of their classrooms until the bell rings.

We understand that there are occasions where children may arrive late for school. Any pupil arriving late should come in via the main school entrance.

At the end of the school day, all children will be dismissed from their classroom doors. Children from P1-P3 should be collected by their parent. There is no supervision in the playground at the end of the school day.

If you are delayed in collecting your child, they will be asked to wait in the main school entrance until you arrive. If you know you are going to be late, or there is a change of person collecting your child, we ask that you contact the school office before the end of the day.

Cloakrooms

All children have their own peg and space for a change of shoes outside their classroom doors in the main corridor. We do not require children to change into indoor shoes on a daily basis but ask that they have a change of shoes in school if they arrive in snow boots or wellingtons or to change into if their shoes are wet. Having a pair of indoor shoes also supports times when the playground is muddy as it stops dirt being spread in indoor areas.

When it is the children's PE day we ask that they come to school in their PE kit. The children can still arrive wearing wellies or boots if required however they should have a pair of trainers to change into.

Please label all items of clothing and footwear

We do have a lost property box, however if items of clothing are not clearly labelled we are unable to return items to the correct child. Please check your child's uniform and PE kit etc., regularly as washing and wear and tear can remove labelling.

School Uniform

At Clovenfords Primary School we actively promote the wearing of school uniform. We have a very high level of support from parents as it is understood that our uniform promotes a sense of identity,

pride, and importantly, belonging in our school, and gives the children meaningful feedback that they are part of our school family.

Our ELC children do not have a uniform; however, there is a yellow sweatshirt that can be ordered if parents wish to do so.

For our P1-P7 children our uniform consists of a white polo shirt, grey/navy/black trousers or skirt and a school sweatshirt, jumper or cardigan in royal blue. All children are encouraged to wear black/dark shoes or boots.

School uniform can be ordered from BE Uniforms at:

[Embroidered Schoolwear & Clubwear \(border-embroideries.co.uk\)](http://border-embroideries.co.uk)

PE Kit

For PE, children are required to have a plain white t-shirt, plain black or navy shorts and trainers. Children may also wear black leggings or plain black/navy tracksuit bottoms. On PE days children must still come to school in their school jumper or sweatshirt. Football tops, non-school hoodies/tops and sparkly fashion leggings etc. are not acceptable at any time.

Sportswear should not be worn on non-PE days. Jewellery is a safety hazard and should not be worn to school. Children are discouraged from wearing make-up, nail varnish or acrylic nails.

Clothingfords

Our Parent Council have opened a used uniform store. The store is located within the school and has a generous selection of used uniform items available for all. The Parent Council aim to open the store at least one day a month for drop ins however the school are more than happy to enable access to the store if you need an item sooner! We would be delighted to receive other items: coats, welly boots, Christmas/Halloween clothes, waterproof trousers and shoes in good condition. Please contact the Parent Council if you have items you wish to donate. Their email address is:

clovenfords.parent.council@gmail.com

For details on applying for a school clothing and footwear grant please visit:

https://www.scotborders.gov.uk/info/20040/clothing_meals_and_transport/480/free_school_meals_and_help_with_schoolwear

Break Times

We encourage all children to get plenty of fresh air and exercise during their break times to promote their wellbeing and physical health. We will aim to have the children outside every day regardless of the weather. Please ensure your child comes to school each day with suitable outdoor clothing and footwear.

Snack

As part of the children's break time, there is an opportunity for them to have a snack. As we are a health promoting school, we encourage you to provide your child with a healthy snack. We are a nut free school therefore you must not send your child to school with anything containing nuts as we do

have children with food allergies. We would encourage you to support us in discouraging the children to share food during break times. Again, this supports the management and safety of children with food allergies.

As we are a health promoting school, please do not send in cakes or sweets for your child to hand out to their classmates if it is their birthday or for Christmas presents etc. Please do not ask a member of staff to do this on your behalf. Staff will be unable to accommodate such requests and any treats brought in will be returned home with your child.

It is important that your child has regular access to water throughout the day. We would encourage you not to use single use plastic bottles and instead supply your child with a reusable water bottle that has a sports cap. Please ensure your child's water bottle is clearly labelled.

Water coolers are located in the main corridor outside the classrooms and your child can fill up their water bottle at any time during the day. Juice (not fizzy) can be brought in for the children to have at lunchtime but children can only drink water in the classroom.

Lunches

The lunch menu works on a four-week rota. You can find the menus online on the Council website. We have a photo gallery of the lunch menu choices on our school website which we encourage you to scroll through with your child when selecting their weekly lunches as this can help the children to see what the food looks like that they will be getting, and support any differences from similar dishes they may enjoy at home. The school uses an online system to book and if required, pay for your child's lunches. The system is called ParentPay and you need to set up an online account. The school office can help with this. We ask that you choose and book your child's lunch in a timely manner and share with them what choices you have made if you choose not to do this with your child each week.

Staff on duty in the dinner hall will always encourage children to try and eat some of what they have on their plate or in their packed lunch.

When the weather permits there is outdoor seating for the children if they prefer.

Currently the cost of a school lunch is £2.40. Some families may be eligible for free school meals. Please refer to the Scottish Borders Council website for details of eligibility. If applying for free school meals, an application form must be completed by the parent along with supporting documentation as detailed on the form. A new application is required for the start of every school session.

All pupils in ELC and Primary 1 - Primary 5 are entitled to free school meals, however parents must still order their child's choices weekly using ParentPay.

Outdoor Play

We have large playground areas outside for the children to enjoy during their break times and school staff are on duty to supervise. We expect the children to follow our school values at all times during the school day and this includes at break times.

Please do not send your child to school with toys or other personal items from home as these can get lost or broken. Staff will not be responsible for any personal items that get broken or lost during the school day.

Mobile Phones

Personal mobile phones can compromise the safeguarding and security of other children and/or adults and are therefore a security risk. If your child comes to school with a mobile phone or smartwatch, they will be required to hand it to their teacher at the start of the school day. Their phone/watch will be returned to them at the end of the day. The school may contact you to discuss this further if necessary.

Wet Weather Arrangements

During extreme weather, children will have their break inside school, normally in their own classrooms. They will have access to suitable games, TV programmes or educational videos. If at any time during breaks the weather improves the children will get the opportunity to go outside for fresh air.

School Transport

Scottish Borders Council (SBC) organises school buses/transport for children who require this. Please contact Scottish Borders Council Transport Department for further information.

Health, Safety and Security

School Security

The safety and security of pupils and staff when attending or working in the school is extremely important to us. We have a CCTV system in place to monitor security around the school building outwith school hours.

For the security and safety of all pupils, all doors around the school are locked during the school day. Parents and visitors wishing to speak with individual members of staff should go to the school office at the main school entrance to make an appointment.

We would ask that all parents assist us in ensuring the security of the building and those inside by not entering the building at any time through the pupil entrances, but rather from the main school entrance. This may feel a little inconvenient at times and in contrast to our 'open door' policy however it is a small price to pay for the knowledge that we are doing all we can to ensure children's safety.

If you come to school, we have a buzzer entry system to alert staff to your presence at the door. You will be buzzed in, and, if accessing the main school areas you may be required to sign in. Parents and visitors wishing to speak with individual members of staff should go to the school office at the main school entrance and make an appointment.

All visitors to school will be asked to sign in and wear an identification badge whilst in the school. To ensure pupil safety, Additional Needs Assistants and other staff may approach and question an unknown adult in the playground.

Please note that there may be times when you arrive at the school main entrance and find that the office is not staffed. This may be due to lunch breaks or staff being elsewhere in the building for a short period of time. Please do not attract the attention of passing pupils and signal to them to open the door for you. The children know that they must not do this - even if they know who you are. Please be patient as a member of staff will attend to your arrival at their earliest convenience.

To support you with this our office hours are:

Monday to Thursday - 8.30am - 12.30pm, 1.30pm - 3.30pm

Friday - 8.30am - 12.30pm

Medical Care

If your child uses an inhaler or needs to take medication regularly in school, please discuss this with the school office staff, who will issue you with a medication form to enable staff to administer medication, which must have a name dispensing label for the child. The form will detail the procedure for use of such medication within school time. It must be completed by parents and discussed with first aiders. Any short-term medication requirements should also be discussed with the first aiders in school.

Any minor injuries in school will be dealt with by our first aiders.

If your child receives a bump or injury to the head then, regardless of the severity, we will endeavour to contact parents who can then make the decision as to whether they come and collect the child or wait until the end of the school day.

If your child falls ill, or is more seriously injured during school time, we will contact you to make you aware of the situation and, if necessary, we will ask you to collect your child from the school. If you cannot be contacted and the Headteacher/first aiders consider the case to be serious, your child will be taken straight to hospital with a member of staff.

Parents must always keep the school informed of their most up-to-date emergency contact numbers so we can get in touch quickly in an emergency.

Pupil Records

Records of home addresses, places of work, emergency contacts, telephone numbers etc. must be kept up-to-date and the office staff should be notified immediately of any changes. This information is vital in case of illness or accident in school.

If an emergency does occur, or if a child feels very poorly, it is crucial that time is not wasted in trying to contact parents or carers who may be urgently needed. Any delay can be extremely distressing for the child concerned.

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 promotes 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 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 community. The 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 staff in our setting attend a child protection update.

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. At Clovenfords, Mrs Saxon (HT) is the Child Protection Co-ordinator and in her absence Miss Skinner (PT) assumes this role.

What to do if you have a child protection concern?

It is everyone's responsibility to protect children. If you have any concerns that a child is being harmed or is at risk of being harmed, please call without delay:

01896 662787 - Duty Children and Families Social Work Team

01896 752111 - Out of office hours that cover all areas

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

The link below takes you to the Scottish Borders Child Protection online pages where you can find more information 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:

[Child protection | Scottish Borders Council \(scotborders.gov.uk\)](https://www.scotborders.gov.uk/child-protection)

Change in the Law

The Children (Equal Protection from Assault) (Scotland) Act 2019 changed the law and removed the 'reasonable chastisement' defence from Saturday 7 November 2020.

This means that all forms of physical punishment of children will be against the law in Scotland, and children will have with the same legal protection from assault as adults.

Further information on the Act is also available online from the Scottish Government alongside materials available to download specifically for children and adults.

Fire Drills

The school is required to hold a fire drill once per term throughout the school year. A drill is held early in each new term so that any new pupils and staff are aware of procedures in their new classrooms. Our fire alarms are tested by our janitor every Friday on a rota basis to ensure each one is in working order.

Mobile Phones and Smart Watches

Personal mobile phones can compromise the safeguarding and security of other children and/or adults and are therefore a security risk. Many pupils' phones are able to connect to social media apps which

have age restrictions above primary age, and unsupervised access can expose pupils to content that is not age appropriate. If your child comes to school with a mobile phone or smartwatch, they will be required to hand it to their teacher at the start of the school day. The school may contact you to discuss this further if necessary. All personal phones/watches will be returned to pupils at the end of the day. This means that if there is an essential reason your child has to have a phone with them - i.e., to ensure their safety and travelling to and from school they will be able to continue to do so. Whilst your child is in school staff will take responsibility for contacting you if necessary and relaying important information from you to your child as appropriate.

Communication

Absence Procedures

If your child is absent from school through ill health, please contact the school between 8.30am - 9.00 am to inform the office and to give an idea of how long your child may be absent. If no contact has been made from home, then the office staff will either send a text message by Groupcall or will telephone to find out the reason for the absence. Requests for absences such as medical appointments should be emailed/phoned to the school office.

If a child has to leave early, for safety reasons it is essential they are collected from the school office by the parent/carer. Children will not be permitted to leave school during school hours without a known adult to accompany them.

Holidays should not be taken during term time, unless in exceptional circumstances. If you do need to request a holiday during term time, please email or write to the Headteacher in advance, giving dates of absence. Family holidays, unless there are exceptional circumstances, will be marked as an unauthorised absence on the register.

Communication with Parents

The headteacher's Weekly Update is emailed every Friday to all parents and families in the school community.

The Update covers aspects of the life of the school and gives information about events and activities. These updates are emailed using Groupcall - please ensure you have given the school office your most up to date email address in order to receive a copy. You can also find our Weekly Updates on our school website.

Letters are issued for specific reasons such as a class outing. Parents will be asked to return permission slips for outings and sports activities. Please note that if permission slips and other relevant forms are not returned by the date required and we do not have written permission from parents, then for health and safety reasons, children may not be able to take part in an outing.

Each class also has a communication group on Showbie which allows you to see instant up to date news about events /information pertinent to your child's class. You will also be able to access regular updates and information on learning that is taking place each week via your child's online learning

portfolio on Showbie. When your child enrolls, an online portfolio will be created for them and you will be sent the relevant information to join their class communication group.

We have a school Twitter (X) account which is linked to our website. You will find snapshots of learning activities happening in school across the week as well as useful school and community information for families. Our Twitter handle is: **@Clovenfords_ps**

Concerns or Complaints

We aim to ensure your child is safe, happy and has regular opportunities to experience success and achievements as well as having a consistent level of pride in their learning. If you are unhappy about any aspect of your child's education, it is important that you contact the school as soon as possible.

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's website: www.scotborders.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/practitioner or a senior member of staff (the Headteacher, Principal Teacher or Early Years Officer) or indeed any member of staff. You can also make a complaint via the complaints form on the council website, (see above).

If we are unable to resolve your complaint, or if you believe your complaint requires formal investigation, you may make a 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 Scottish Borders Council customer services office
- By phoning Customer Advice and Support Service on 0300 100 1800
- By email: PeopleComplaint@scotborders.gov.uk
- In writing
- To your local councillor
- Via the complaints form on the council website: www.scotborders.gov.uk

Emergency School Closure

In the case of an emergency closure such as adverse weather conditions or a heating or power failure in the school, parents will be advised by text message to a mobile phone via our GroupCall system. It is therefore essential that we have up to date mobile numbers for all parent contacts for such situations. Messages will normally also be announced on Radio Borders and information put on the school website and on our Twitter feed.

For children travelling on school transport the bus company may decide that transport times will be changed to earlier in the day if there is worsening weather conditions. In this event, the school will contact those parents by text message or email (GroupCall) to clarify if the child should leave early on the school transport or wait to be collected in school. The school will ensure that the child gets on school transport **only if it has been confirmed** that there is someone at home to meet them.

Enrolment

When families move into the catchment area, they should contact the school to arrange a visit to the school and meet with the Headteacher or Principal Teacher. They will also receive details on how to order school uniform and be given a copy of the latest school handbook. For pupils starting in nursery (ELC), nursery enrolment normally takes place in November each year. All nursery children have to re-enrol each November for a returning place in our setting.

Enrolment forms are available online on the SBC website. www.scotborders.gov.uk

For children starting in P1 in August, parents will be reminded in the local press about enrolment week, when they should complete an online enrolment form.

Curriculum

Curriculum

We aim to provide a broad, balanced and progressive curriculum which is relevant to the needs of our pupils. We will ensure that the principles of a Curriculum for Excellence; challenge and enjoyment, breadth, progression, depth, personalisation and choice, coherence and relevance underpins all of our curriculum work.

The curriculum is made up of four key contexts for learning:

The ethos and life of the school where:

- A positive climate of respect and trust is established based on the Vision, Values and Aims of the school.
- Children are encouraged to contribute to the life of the school by taking on leadership responsibilities.

Experiences and Outcomes

- Teachers and visiting specialists will plan and offer experiences for children to learn across all eight curriculum areas
- The eight curriculum areas are: Languages, Mathematics, Expressive Arts, Religious and Moral Education, Sciences, Social Studies, Technologies and Health and Wellbeing

Interdisciplinary Learning (IDL):

- Projects where children can apply skills, knowledge and understanding from more than one curriculum area to promote deeper understanding and relevance to their learning

Personal Achievement

- Opportunities to recognise and share achievements beyond the classroom

The curriculum for Excellence Framework is divided into levels:

Below is the expected levels of attainment for the Curriculum for Excellence. It is a guide as learners will progress at a pace that is right for them within a curriculum which has been designed to be flexible to allow us to meet the needs of all our pupils.

CfE Level	Expected Stage of Achievement
Early Level	Aged 3 to the end of P1, but earlier or later for some.
First Level	To the end of P4, but earlier or later for some.
Second Level	To the end of P7, but earlier or later for some.
Third/Fourth Level	S1 to S3, but earlier or later for some.
Senior Phase	S4 to S6, and college or other means of study.

The path most children are expected to follow through the levels reflects childhood development and the stages of maturation as well as the changing ways in which they engage with learning as they develop. Some children will start learning at these levels earlier and others later, depending on individual needs and aptitudes. The framework is designed to be flexible in order to permit careful planning for those with additional support needs, including those, for example, who have a learning difficulty or those who are particularly able. All children have their unique skills, abilities and aptitudes and learning is not linear. Children can flourish across different areas of the curriculum at different times. It is important to celebrate the achievements and successes of all children and for families not to compare their child to others.

Further information on the Curriculum for Excellence and how you can support your child's education can be found on the following websites:

[Parentzone Scotland | Parent Zone \(education.gov.scot\)](#)

[Education Scotland | Education Scotland](#)

[Scotland's national skills agency | Skills Development Scotland](#)

The Importance of Play

The importance of play in children's daily lives as a way of supporting healthy development, quality of life and sense of wellbeing has been increasingly recognised in recent years. Play is a key element in developing children's physical, cognitive, social and emotional skills and is essential to them becoming effective learners. Outdoor play is particularly important for both mental and emotional wellbeing.

At Clovenfords we offer all children a 'soft start' each morning. A 'soft start' is the first 30 minutes at the start of each day which gives the children a chance to catch up with each other, choose a game or a task to settle them back into the routines of school after the weekend, and to continue to develop their social and emotional skills in a calm and purposeful way. This means all children have the chance to begin each school day in a more relaxed way; they feel less rushed and the opportunities for free play allow for the development of many other skills, such as creativity, curiosity, problem

solving, teamwork, independence and emotional regulation. For our older pupils, the soft start will be play based but may have a guided focus on aspects of their learning.


Learning and Teaching

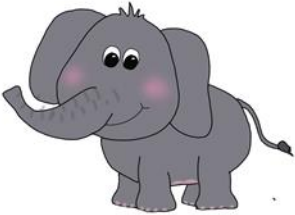
Pupils from P1-P7 are taught across the curriculum using a range of different approaches. We aim for all pupils to experience high quality active learning and teaching approaches, which are purposeful, engaging, challenging and which encourage creativity. We will ensure that, wherever possible that real contexts and purposes will be used for learning. We will cater for varying needs and abilities and will encourage independent learning. We will help the children to fulfil their potential by setting challenging, but realistic goals, supported by consistent and positive approaches to assessment, feedback and self-reflection to inform next steps in learning.

Learning Powers

Metacognition is a term used to describe 'learning about learning'. At Clovenfords the children learn about this through using their Learning Powers. Learning Powers help to develop children's understanding of themselves as learners, to be able to understand their learning and to have a shared language to support their understanding about what learning consists of. For example, it is not enough to simply talk about putting effort into their learning, children must understand what that means - *how do they put effort into their learning?*

Learning Powers are explored and shared with the children using eight characters:

 <p>connie concentrate</p>	<ul style="list-style-type: none">• Manage distractions• Get lost in the task• Do one thing at a time• Break things down• Plan and think it through• Draw diagrams, jot down thoughts or things which help you think
--	---

 <p>Enjoy learning Ellie</p>	<ul style="list-style-type: none">• Feel proud of your achievements• Feel your neurons connecting• Imagine your intelligence growing by the minute• Use what you have learned in real life• Know you can do it if you have input and you practice
--	--



**keep improving
katy**

- Keep reviewing your work
- Identify your best bits
- Improve one thing first
- Try to be better than last time
- Don't compare yourself to others
- Take small steps



**Have a go
Harry**

- Have a Growth Mindset
- Don't worry if you get it wrong
- Learn from mistakes
- Be excited to try new things



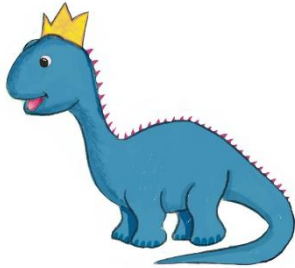
**Be curious
Clive**

- Ask questions
- Notice things
- Look for patterns and connections
- Think of possible reasons
- Research
- Ask 'What If?'



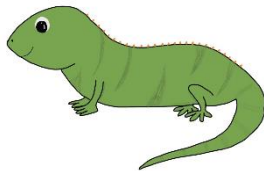
**Be cooperative
Bertie**

- Listen to others
- Say when you don't understand
- Be kind and respectful when you disagree
- Explain things to help others
- Be tolerant



**Don't give up
Dan**

- Work hard
- Practise lots
- Keep going
- Try new strategies
- Ask for help
- Start again
- Take a brain break



**use your
imagination Isi**

- Be creative
- Let your imagination go
- Think up new ideas and questions

Assessing and Reporting Pupil Progress

Assessment is an integral part of teaching and learning. It helps to provide a picture of a child's progress and to identify next steps in learning. Assessment is a continuous process using a variety of approaches to support and inform next steps in teaching and pupil learning. Through ongoing 'formative assessment', lessons have clear learning intentions and success criteria, pupils are able to set targets for their learning, and teachers provide regular feedback to identify next steps in learning. Evidence of progress, attainment and achievements will come from what the children create, write, say, make and do.

Across the school year, children will undertake writing, maths, reading and spelling assessments, and these inform teachers' planning and identify learning needs. These assessments also support termly pupil attainment meetings between class teachers and the school leadership team to inform ongoing

attainment and progress. The Scottish Government introduced Scottish National Standardised Assessments (SNSA) in August 2017, which are currently completed by pupils in Primary 1, 4 and 7 at an appropriate point during the year, usually towards the end of the summer term.

Different methods of reporting progress and achievements to parents will enable you to be actively involved in, and support, your child's learning. Over the year, you will be able to see your child's progress and achievements in various ways, such as:

Meet the Teacher

Showbie

Open Afternoons/Mornings

Class Assemblies - all classes have two assemblies

Pupil Progress Consultations in November and March

Harvest Festival

Christmas Fair

Christmas Shows and Nativity

P7 Burns Show

Sports Day

Pupil As A Learner Report

P7 Leavers' Assembly

ELC Graduation

At the beginning of each academic year, we publish a parent calendar, which details dates of these events. A copy of this calendar is posted on our school website as well as being emailed to you at the start of each session.

Meet the Teacher

At the start of the new school session you will be invited in to school to meet your child's class teacher. This is an informal meeting, specific to the class and the year ahead and is not an individual consultation. Teachers will share a range of information to support you and your child across the academic year.

Showbie

Showbie provides daily feedback on pupil progress. Showbie is an online app used by staff at Clovenfords to assign, collect and review pupil learning. Each child has their own individual online learning portfolio and each class has a parent communication group. Teachers use Showbie to post assignments, home learning activities, deliver feedback and communicate next steps. As a parent, you will be able to join your child's class communication group and will have unique access via an individual code on joining to access your child's portfolio.

This platform allows regular access for you to be able to see the learning that is taking place in class, feedback offered and next steps that have been identified for your child.

Open Mornings/Afternoons

These are detailed in the annual calendar and offer you times across the year to come into school during the day and share your child's learning with them in a range of different ways.

Class Assemblies

All classes prepare, present and lead two assemblies each across the school year. Parents will be invited into school to enjoy their child's class assembly. Details of this are on the annual calendar. Currently our weekly assemblies take place each Thursday at 1.30pm. The children very much enjoy seeing their families in the audience when it is their turn to lead an assembly.

Some of the assemblies such as the Harvest Festival, Remembrance Assembly, P7 Burns Show, Christmas Shows and Nativities etc. are also specific to classes or year groups and, where appropriate, parents will be invited to share in these events also. The same also applies to graduations and Leavers' Assemblies.

Pupil Progress Consultations

All parents/carers are invited to two consultation evenings, one in November and the other in March. On these evenings an individual 10 minute meeting is arranged to discuss your child's progress. These are booked online using our Parent Evening Booking System. Details of how to book are sent out just before each consultation evening.

Pupil As A Learner Report

At the end of the summer term you will receive a written report which includes a summary of progress, detailing your child's achievements and successes, significant progress and next steps in Literacy, Numeracy and Health and Wellbeing. The report will also include the Curriculum for Excellence Level your child is working within or has achieved.

We hope that when you receive the Pupil As A Learner Report that you share this with your child and celebrate their successes and progress to date with them.

Celebrating Achievements

Children's achievements are celebrated in a number of different ways:

At the end of a lesson or series of lessons

Through regular and informal recognition by teachers and other adults in the school

By awarding house points for demonstrating our school vision, values and aims in action and being a positive role model within our school community

By working together to earn 'Clovenfords Coins' for transitioning smoothly into class after break times

Weekly Star Achievers where pupils' skills and achievements are celebrated during whole school assemblies

On Showbie where each child will have a folder which will track their achievements in and out of school during their time at Clovenfords Primary School and ELC.

On our Twitter (X) feed: [@Clovenfords_ps](#)

Via our Weekly Updates

Home Learning

This is set individually by teachers depending on age and stage, and as appropriate. You will be able to access learning that is being taught in class on your child's class communication group on Showbie. In addition, we have family learning opportunities across the year linked to health and wellbeing and other areas of the curriculum.

Health Education

Clovenfords Primary School aims to develop a supportive and positive learning environment conducive to the promotion of healthy choices and healthy living. Relationships, Sexual Health and Parenthood (RSHP) is a national programme for children and young people and is structured in line with Curriculum for Excellence Levels. Children and young people do not just learn in formal settings, they also learn at home and so the RSHP resource recognises the role of parents and carers as the child's first and lifelong educator. Many of the learning activities provided in the resource have information that can be shared with home.

The programme has seven themes that support the curriculum and map progression and is developmentally appropriate to support children's age and stage of learning:

- Bodily autonomy, consent and protection from harm
- Emotional wellbeing and help-seeking behaviour
- Equalities and inclusion
- Gender equality, discrimination and gender-based violence
- Parenthood and families
- Relationships and friendships
- Sexual health and reproduction

You can find more information and frequently asked question online at [FAQs - RSHP](#)

In line with the recommendations of the Curriculum for Excellence, all classes receive the recommended provision of two hours of PE each week. A visiting curriculum support teacher teaches one hour of PE, and the other hour of PE entitlement that your child receives is with their class teacher. The school supports after school clubs, such as netball, basketball and tennis. In addition, our P6 and P7 pupils engage in Sports Leadership roles in partnership with Live Borders and our Active Schools Co-ordinator. Our Sports Leaders offer lunchtime activity clubs for all classes each week.

There is an ongoing focus on healthy eating which starts in ELC.

The school promotes health and wellbeing across all stages throughout the year through various whole school initiatives such as:

Engaging in whole school learning using the Building Resilience Programme

A whole school approach to nurture and inclusion, building positive relationships and promoting restorative practices

Zones of Regulation

Circle of Friends

Daily soft starts

Weekly Nurture sessions

Weekly assemblies linked to our school vision, values and aims

Children accessing our Feel Better Room to support their emotional and social wellbeing

Wellbeing Wednesdays - a lunchtime session offering children alternative ways to engage with each other indoors through play and activities

Promotion of pupil voice - our weekly Citizenship Gatherings are used to gather pupils' opinions, ideas, evidence and feedback on developing our school community. The children are consulted on many aspects of our school and community.

Pupil Voice Class Reps

P7 Leaders

Assemblies, Gatherings and Celebrations

There is a statutory requirement for all schools to provide religious observance and we often incorporate these into our weekly assemblies. Our weekly assemblies and gatherings provide an opportunity for the teaching and reinforcement of social, moral, cultural and spiritual values. We also promote diversity and inclusion.

Weekly assemblies and gatherings are led by the Headteacher and Principal Teacher. They are celebratory in nature, e.g. recognising both school and other community or sporting successes and achievements as well as special occasions such as our Harvest, Remembrance and Christmas assemblies. Alongside our gatherings which promote pupil voice, our assemblies support the culture and ethos of the school and are an important way for children to experience and learn about a range of different topics and issues such as climate change, sustainability, children's rights, global goals etc.

Respectful Relationships and Behaviour

Learning how to behave safely and responsibly is part of a child's education. Promoting positive behaviour involves parents and teachers working together towards a common goal. We expect high standards of behaviour and, if any major problems arise, school staff will contact parents immediately. There is an expectation that children will follow an adult instruction at the first time of asking. Children will always have an opportunity to have their voice heard, and for adults to facilitate restorative conversations and listen to children's views and understanding of individual situations. Parents are encouraged to come into school to discuss any concerns with their child's class teacher or the principal/head teacher.

We use our house points system to award points for effortful learning and demonstrating our school values in action.

Pupils also receive Star Achiever Awards at school assemblies that are given in recognition of a positive attitude, purposeful learning, effort and for enacting our school vision, values and aims. These awards are added to your child's Showbie online learning profile. They are also displayed outside your child's classroom door. Each week our Star Achievers enjoy a hot chocolate or juice and a biscuit with the Headteacher and Principal Teacher.

School Policies

Our school follows policies in line with SBC. We are planning to consult with parents, pupils and staff on a review of policies.

Support for Pupils

Getting it Right for Every Child 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 and young people and the services that support them, such as early years services, schools and the NHS, to work together to get it right.

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

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

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

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

Additional Support for Learning

We have a Support for Learning teacher one day a week. Our Support for Learning Teacher works collaboratively with all class teachers and in consultation with SLT to facilitate a range of additionality that is flexible to meet the needs of the children. Your child may work in a group with the Support for Learning teacher for a number of different reasons and this does not automatically mean that your child is experiencing challenges within their learning. If your child does require specific additional support with their learning, their class teacher will contact you directly to discuss this with you. Additional support will mainly focus on literacy and numeracy skills.

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

Bereavement/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 might 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.

Additional support may be given in the short term or for longer periods of time. 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 either through the school or your GP. Within school we operate a model of staged intervention where support is provided in varied ways to meet individual needs. Our approach 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 and Family's Support office:
Eildon Locality Office

10-12 Galapark

Galashiels

TD1 1EU

Tel: 01899 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 their support.

At times, parents/carers and schools may come into dispute. While we would always hope that difficulties could be resolved at 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 or ring them on 0845 123 2303

Additional information can be found through the following link:

www.scotborders.gov.uk/info/886/additional_support_needs

Scottish Borders Council – Implementation of British Sign Language

The council's BSL Plan 2018-2024 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 is available 24 hours a day throughout the year: [Contact Scotland \(contactscotland-bsl.org\)](http://ContactScotland (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 Deaf and/or DeafBlind people (those who receive the language in a tactile form due to sight loss) whose first preferred language is British Sign Language.

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, the EPS 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 the 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 Headteacher will be able to advise 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

Young Carers

A young carer is someone who is under 18 years of age, 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, cleaning, 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, which affects progress and learning, impacts attending clubs and after school activities, and results in them missing many of the social aspects of school.

At Clovenfords, we want our young carers to enjoy school, and see it as a positive place to come because they are meaningfully included. Please let us know if your child is a young carer so we can support any potential challenges and difficulties such as meeting deadlines with home learning or any other aspects that may affect your child being fully involved in the life of our school.

For more information, contact the Borders Carers Centre on 01896 752431, at: admin@borderscarers.co.uk or: www.borderscarerscentre.co.uk They provide a confidential and comprehensive carers' advice and support service and can help with any queries. Young carers under 18 should contact the Scottish Borders Young Carers Service provided by Action for Children on 01896 750173.

Employment of Children

Children under the statutory school leaving age can only be employed within the terms of the byelaws 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. Further details can be obtained from HQ Operations, Children and Young People Services, Scottish Borders Council, Newtown St Boswells, TD6 0SA

Further information can be found at:

www.scotborders.gov.uk/info/20025/licensing/670/employmentbyelawsforchildrenandyoungpeople/1

Transitions

Early Learning and Childcare (ELC)

The school's current ELC setting provides term time provision for children aged 3-5 years as part of the 1140 hours entitlement. There is also provision for eligible 2 year olds. Clovenfords has a comprehensive transition programme for children who are moving into our P1 class from ELC. Our ELC setting is very much part of our whole school and across the year, all 2, 3 and 4 year olds make use of all the learning spaces around school and outdoors. They attend assemblies, enjoy weekly sports club with Sports Leaders, have play dates in the primary classes and reciprocal afternoon snack times together with other classes at various point across the year.

In the summer term before starting school, an increase of planned visits to the P1 classroom take place with opportunities to get to know the adults and teachers who work in our primary classes. Parents are invited to an induction meeting in June where they will receive detailed information on their child's transition into Primary 1, meet their child's new teacher and have the opportunity to tour the school.

Transition between Classes

As children move from stage to stage and class to class, transition meetings take place between staff to share important information and documentation to ensure pupils' learning experiences continue in a positive and progressive way from class to class and that their particular needs are shared and understood by all staff involved. This happens in June, and across the academic year there are opportunities for the teachers to meet and continue to support all the children.

Transition from Primary to Secondary

Pupils normally transfer to Galashiels Academy at the end of P7. A structured transition programme is in place to allow a smooth and effective transition between primary and high school. Pupils will visit Galashiels Academy during the year and will take part in induction days in June where they find out their new classes and timetables for the new session. The Headteacher of Galashiels Academy, Mr Kevin Ryalls, will visit our school to meet with the P7 pupils and their parents to share information about the Academy. Pastoral staff from the Academy also work with the P7 teacher and Clovenfords Senior Leadership Team (SLT) to ensure important information is passed on. The Academy and Clovenfords Primary School work in partnership across the academic year, with the Academy providing videos, offering Q&A Sessions, in school visits, and, where appropriate for some pupils, an enhanced transition.

The contact details for Galashiels Academy are:

Galashiels Academy

Elm Row

Galashiels

TD1 3HU

Tel: 01896 754788

Parental Involvement

We very much appreciate and welcome the active involvement of parents in all aspects of school life. We have parents who give their time to support our library, help in classes and support our Clothingfords school uniform recycling hub. Please do not hesitate to contact the school if you would like to help in any way. Teachers will send home requests during term time when help is needed for any specific outing or for help in classes.

Anyone working in the school on a regular basis will be required to have a Protecting Vulnerable Groups (PVG) certificate from Disclosure Scotland. These forms are available from the school office.

Each year after Easter, we ask parents to complete a questionnaire giving us feedback on how we are doing as well as how we can improve the quality of educational experiences for your child. The results are shared with the Parent Council and used to inform school improvement and partnership working for the following session.

As we develop curricular programmes, procedures and policies, we often ask for parental input through working groups, parent workshops or questionnaires. These are invaluable means of obtaining parental opinion and we would encourage you to participate as fully as you can to ensure we provide the best educational experiences for all pupils.

Parent Council

The main functions of the Parent Council is to support the school in its work with pupils. It aims to represent the views of parents; encourage links between school, parents, pupils, pre-school groups and the wider community and report back to the Parent Forum (made up of all the parents in the school as required by Scottish Government regulations).

The Parent council holds regular meetings to which all parents are invited. A representative from each class attends the meetings. If you would like to raise an issue or question, please contact your class rep. Minutes of these meetings and details of class reps are available on the school website.

The Parent Council support with fund raising activities to provide the school with extra items for the benefit of pupils. Whilst the school's basic resource needs are funded by Scottish Borders Council, there are many resources and activities that these funds do not cover. For example, the school is currently working in partnership with the Parent Council to support the development of our playground and outdoor learning spaces as well as our nurture spaces in school.

If you are interested in supporting the Parent Council, please ask at the school office for the contact details of the Parent Council Chair.

Alternatively, you can email the Parent Council:

clovenfords.parent.council@gmail.com

The Cost of the School Day

We are committed to ensuring that every child at Clovenfords has access to opportunities available to them, regardless of financial position. We consider the costs of all activities and ensure that all children have access to resources and experiences that may incur a cost. The Parent Council supports us with the cost of the school day in addition to the fundraising they do to benefit the wider school community as a whole.

We have a uniform store called **Clothingfords**, which the Parent Council support. This contains pre-loved and gently used items of uniform which is available for all families at any time to take what they need. The store also welcomes suitable donations.

School Improvement

At Clovenfords Primary School, we aim to provide the highest standards of education for your child. We continually evaluate all aspects of teaching and learning to identify strengths and areas for development that inform our school improvements.

At the end of each school year, every school produces an annual School Improvement Report, giving details of progress in school priorities and achievements over the last session.

In addition, we write a School Improvement Plan for the next session which outlines our priorities for the year ahead. This plan reflects the development needs identified from the feedback we receive from our self-evaluation evidence and from evidence gathered from pupils, staff and parents. Pupil Voice and the Parent Council have an important part to play in developing this report and we welcome feedback from all parents to inform these next steps in school improvement.

You can find our School Improvement Plan online on our school website, alongside our School Improvement Report.

Pupil Leadership and Pupil Consultation

Pupil voice is highly valued at Clovenfords Primary School. All P7 pupils have leadership roles, based on their interests and ideas. Our weekly *Citizenship Gatherings* are used to consult all pupils in P2-P7 about a range of school improvements and projects. Children are also involved in whole school moderation of teaching and learning through taking part in *Learning Walks* and pupil focus groups with a member of SLT.

Community

Braw Lads Gathering

Each year across the summer term Clovenfords pupils have the opportunity to be involved in a number of activities and events to ensure they are involved in the *Gathering*. This includes a visit to the school by the Braw Lad, Braw Lass and Attendants. Children are also invited to take part in the

School Children's Concert, the Art and Essay Competition, Braw Lads Sports Day and Braw Lads Swimming Gala. More information can be found on the Braw Lads Gathering website:

www.thebrawlads Gathering.co.uk

Community Links

As a school, we aim to be an integral and supportive part of our wider community, to ensure our pupils take a full and active interest in their local environment, local clubs and activities offered and to make use of the learning opportunities.

Examples of this include our partnership with Live Borders and our Active Schools Coordinator who supports and helps to plan opportunities for the children to be involved in local competitions and events.

The school has links with Clovenfords Community Council and are working in partnership to develop the green space at Caddonfoot playing fields to support outdoor learning and community projects. One example of this was the recent planting of trees for the orchard.

The school also work closely with parents and members of the wider community and beyond during our Developing the Young Workforce Focus Fortnights. As part of this learning for children, parents, local businesses and other supportive members of the wider community hold workshops, presentations, talks and hands on active learning experiences for the children in which to develop their understanding of the world of work. Other focus fortnights which support community links include our Scots Focus Fortnight and Novel Study Focus Fortnight.

School Staffing

Headteacher:	Mrs A Saxon		
Principal Teacher:	Miss J Skinner		
Early Years Officer:	Mrs C Kerr		
Early Years Practitioners:	Mrs A Nichol	Mrs C McKean	Mrs S James
	Mrs A Selkirk	Miss E Anderson	
Class Teachers:	Miss A Crosby	Mrs L Davie	Miss M Hayes
	Miss F Jeffrey	Mrs G Mihulka	Mrs G Turner
	Mrs L Wilson		
Support for Learning:	Mrs J Hosker		
Curriculum Support			

Teachers:	Miss D Fairbairn	Mrs L Davie	
Additional Needs			
Assistants:	Mrs K Barry	Miss S Brennan	Mrs G Crawshaw
	Miss E Dodds	Mrs A Noble	
Office Staff:	Miss L Murray		
Janitor:	Mr R Hume (Peripatetic)		
Cleaner:	Mr P Bertram		
Cook:	Mrs J Smith		
Kitchen Assistant:	Mrs F Oliver		
Educational Psychologist:	Mrs L Cassidy		
School Nursing Service:	School_Nurses.WestTeam@borders.scot.nhs.uk		

Clovenfords School Session and Holiday Dates 2023-2024

Autumn Term

Staff Start:	Monday 14 th August 2023
Pupils start:	Wednesday 16 th August 2023
Last day before half term break:	Friday 6 th October 2023
Staff return:	Monday 16 th October
Pupils return:	Tuesday 17 th October
St Andrew's Day Holiday:	Monday 27 th November
Pupils return:	Tuesday 28 th November 2023
Last day of term:	Thursday 21 st December

Winter Term

All resume:	Monday 8 th January 2024
Last day before half term break:	Friday 9 th February 2024

Staff return: Monday 19th February 2024
 Pupils return: Tuesday 20th February 2024
 Last day of term: Thursday 28th March 2024

Summer Term

All resume: Monday 15th April 2024
 May Day Holiday: Monday 6th May 2024
 Staff return: Tuesday 7th May 2024
 Pupils return: Wednesday 8th May 2024
 Local Holiday: Monday 3rd June 2024
 Last day of term: Friday 28th June 2024

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Appendix – 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 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 Standards 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 arrangements of pupil progress consultations
- 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 and 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 business need. We will retain a copy of your children'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 and other parents may wish to use the images of pupils in various ways. We ask you at the time your child enrolls in 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 headteacher 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:

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 or by telephone - 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:

www.scotborders.gov.uk/info/20016/haveyoursay/155/makeacomplaint/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, whenever 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 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 will help you to understand the importance of providing this 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 only give 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

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 also 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 ScotXed data collections you can email the Senior Statistician, Peter Whitehouse, at: 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

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:

www.gov.scot/Topics/Statistics/ScotXed/SchoolEducation/ESPrivacyNotices

Helping you 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 ELC journey - continue to give these types of snack to your child to eat at break times throughout primary school.

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 • Hungry

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?
	Helps concentration Healthy Teeth Helps digestion Helps body grow and develop Healthy skin Energy

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

Food & Nutrition Coordinator: Hazel.Scott@scotborders.gov.uk

NHS Borders Oral Health Promotion: Helen.brand@borders.scot.nhs.uk

