

Handbook

2024- 2025



Mrs Jill Horsburgh
Head Teacher

For more information, visit our blog site on
<https://restonprimaryschool.wordpress.com/>



Staff

Head Teacher	Mrs Jill Horsburgh
Principal Teacher	Mrs Danielle MacLeod
Primary 1-4	Ms Amy Patterson
Primary 5-7	Miss Catherine Eaves
Additional Support Needs	Mrs Lana Gold
School Administrator	Mrs Julie Windram
Early Years Officer	Mrs Valerie Young
Early Years Practitioner	Mrs Heather Dalgleish
Early Years Practitioner	Ms Vicki Anderson
Early Years Practitioner (lunch cover)	Mrs Lisa Ross
Additional Needs Assistants	Mrs Lisa Ross
	Mrs Lisa Dundas
	Mrs Deborah Butterfield
Playground Supervisors	Mrs Lisa Ross
	Mrs Lisa Dundas
Curriculum Support Teacher	Mrs Sarah Bruce
Home School Link Worker	Miss Laura Simm
School Nurse	Mrs Katrina Fairbairn
Educational Psychologist	Miss Gillian Gibson
Janitor	Miss Marie Todd
School Cook	Mrs Karen Smart
Cleaner	Vacancy
Active Schools Coordinator	Mrs Kendal Patterson
Child Smile Dental Nurse	Mrs Shirley Thompson

VISION, VALUES AND AIMS

Our vision, values and aims are set in the context of the Education and Lifelong Learning Strategic Improvement Plan and *How Good is our School?*

At Reston Primary School our vision is that all children achieve their very best.

This vision is embodied in our schools' aims to:

- Provide a supportive environment where everyone feels valued, respected and included.
- Deliver a progressive, relevant, stimulating curriculum which both supports and challenges our children and enables them to become successful learners and effective contributors.
- Deliver child-centered, active and collaborative learning that children enjoy.
- Promote responsibility for both our local and wider environment and develop children's awareness of their role as global citizens.
- Promote partnerships with parents, professionals and the wider community in order to enhance learning experiences.
- Continually improve teaching and learning through self-evaluation and consultation with all stakeholders of our school community.

Our values guide the way we work. Together we will:

- Respect every member of our school community
- Have high expectations of all our learners
- Build positive relationships for the benefit of children's learning
- Be responsible for our own actions and learning
- Respect our wider environment.

Mrs. Jill Horsburgh
Head Teacher
RESTON PRIMARY SCHOOL
RESTON, EYEMOUTH, BERWICKSHIRE TD14 5LD
Part of the Eyemouth Learning Community

Reston Tel: 018907 61205

Blog: <http://restonprimaryschool.wordpress.com>

E-mail: restonps@scotborders.gov.uk

WELCOME TO RESTON PRIMARY SCHOOL

As a health promoting school, we nurture the needs of the children through an active approach to achieving a healthy lifestyle, as well as a healthy and pro-active involvement in our environment and its conservation.

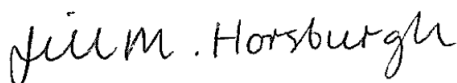
The curriculum is challenging and stimulating and is based on high expectations of every individual in the school, building on their skills and achievements. Through the delivery of a Curriculum for Excellence we encourage our children to be:

- Successful Learners
- Confident Individuals
- Effective Contributors
- Responsible Citizens

To achieve this, we promote learning that is active, collaborative, relevant and enjoyable for our pupils so that learners will experience a curriculum suited to their needs and achieve the highest standards possible.

Reston Primary School is an important part of the village and its wider community. We work closely with the other Primary Schools in the Eyemouth High School cluster area and Eyemouth High School as part of the Berwickshire Learning Community.

As a school we are committed to improvement through self-evaluation, therefore we welcome your views and ideas.



Head Teacher
Reston Primary School

SCHOOL ROLL 2024-2025

ELC roll: 20 pupils

School roll: 37 pupils

Pupils are taught in two composite classes:

P1-4: 19 pupils

P5-7: 18 pupils

ADMISSION TO SCHOOL

For enrolment, children must reach the age of four on or before 28th or 29th February of the following year. In order to give new entrants a smooth transition into school life they join P1 regularly. P1 children attend school for full days from the beginning of the school session.

Parents of children other than those in the new P1 intake who seek a place in school should, in the first instance, contact Mrs Horsburgh so that arrangements can be made to visit the school.

Enrolment forms and further information can be found at: [School and nursery places | Scottish Borders Council \(scotborders.gov.uk\)](https://scotborders.gov.uk). School information booklets are available from school and from our blog site at: <https://restonprimaryschool.wordpress.com/>

SCHOOL DAY AT RESTON PRIMARY

Asymmetric Week

The school times are as follows:

Monday to Thursday :

Friday :

8:35am	Start of school day		8:35am	Start of school day
10:35 - 10:50am	Morning break		10:15-10:30am	Morning break
12:15 - 1:00pm	Lunch		11:55-12:15pm	Brunch
3:05pm	End of school day		12:20pm	End of school day



COLLECTION FROM SCHOOL

Please inform the school who will normally be collecting your child. If, for any reason you need to change these arrangements, please inform the school in advance. Please collect children from the playground at 3:05pm, unless they are attending an after school club.

ATTENDANCE

Pupils are expected to attend school regularly and punctually as regular attendance is vital to their progress. If your child is absent please contact the school before 8:35am with the reason for absence, or send a message to the school using the Xpressions App. If we receive no communication from you regarding your child's absence the office will send a group call to your nominated Email address and / or The Xpressions App.

The Scottish Government strongly discourages the practice of children being taken on holiday during term time, so we are unable to authorise such absences. Please inform the school if you would like a holiday request form if children are being taken on holiday during term time, which will be logged as unauthorised absence.

PLAYGROUND SUPERVISION



The playground supervisors are on duty from 8.20am for all children. There is also supervision during morning break and lunchbreaks. There is no playground supervision at the end of the day as children are expected to leave the school playground to meet the adult who is collecting them. During wet or extremely cold weather, children will be supervised in the classrooms during intervals and lunchtimes.

There is a clear system of playground rules, rewards and consequences in order to ensure to ensure the health and wellbeing of all our pupils.

CONTINUING EDUCATION

A strong aspect of the Learning Community is the close working relationship with Eyemouth High School. At the end of Primary 7 pupils normally transfer here and the Head Teacher is Mr Robin Chapman, who can be contacted by telephone on 018907 50363 or by visiting their website www.eyemouthhigh.org.uk

Eyemouth High School has developed a transition programme which includes P7 skills transition days, a residential trip for all the P7 children in the Eyemouth Learning Community as well as visits and talks for the P7's from pastoral staff and transition days in the summer term.

THE SCHOOL CURRICULUM



In the Early Years our curriculum promotes children's emotional, personal and social development as well as encouraging intellectual, physical and creative skills through play activities and learning by example. The primary school curriculum includes the areas which develop children's basic skills such as numeracy, literacy and languages and health and wellbeing. The other curriculum areas are social studies and sciences, expressive arts, technologies and religious and moral education.

Our curriculum balances the importance of knowledge and skills. Where possible it brings real life into the classroom, making learning relevant and helps young people apply lessons to their life beyond the classroom. It links knowledge in one subject area to another helping children understand the world and make connections. It develops skills so that children can think for themselves, make sound judgements, challenge, enquire and find solutions.

LITERACY & LANGUAGES

Literacy is developed through an integrated programme of work involving reading, writing, listening and talking. The development of literacy skills plays an important role in all learning.

Within the context of a literacy-rich classroom environment, priority is given to developing reading skills. A wide range of approaches to the teaching of critical reading skills are taught in all schools. Children are encouraged to think about what they are reading. Special efforts are made to foster an enthusiasm for books at all stages in the school.



The teaching of writing is designed to develop composing skills in which children write in a way that is clear and suited to the type of writing task at hand. Tools for spelling, punctuation, language structure and handwriting are developed through structured approaches and also through the children's own compositions.

The spoken language of each pupil is valued. We provide a variety of opportunities for talking and listening in a range of contexts. Children are helped to listen with increasing discrimination and to talk with increasing confidence and complexity. Throughout the school, children are given many opportunities to talk in both structured and informal discussions and debates. The ability to listen carefully to other pupils and to the teacher is a skill which is developed as pupils work their way through school.

MODERN LANGUAGES



It is Scottish Government policy that all Scottish primary pupils are introduced to a foreign language. Pupils in all Eyemouth High School associated primaries are taught German. Pupils are introduced to German from P1. From September to March we are fortunate to have a visiting German student teacher, who works in all of the Learning Community Schools. Children working at second level this session will be introduced to a third language which is French.

NUMERACY AND MATHEMATICS

The teaching of numeracy and mathematics is designed to provide a balance of work to include problem solving, information handling, number, money, measurement, shape position and movement.

Practical and investigative activities play an important part in the teaching of new concepts and skills. Emphasis is placed on the importance of maths in everyday activities such as shopping, cooking, travelling, craft and work. Calculators are used to aid understanding of place value, decimals, estimating and investigating numbers. Regular and ongoing assessment including the use of ICT enables class teachers to track progress and children to know their next steps.



SOCIAL STUDIES



This area of the curriculum includes topics which allow children to learn about people in the past, people in place and people in society. Personal research is encouraged and an attitude of responsibility is expected towards any tasks set within the project. Visits, both local and further afield, are an important part of our work. We also encourage the use of outside agencies such as visitors with specialist knowledge. Our programme provides for realistic and relevant cross curricular work including literacy, numeracy and health and wellbeing. Children develop their understanding of the history, heritage and culture of Scotland and an appreciation of their local and national heritage.

SCIENCES

In this area children learn about the living world, the material world and the physical world. Through these topics they develop a greater understanding and appreciation of the world in which they live. Our programme provides for realistic and relevant inter disciplinary work including literacy, numeracy and health and wellbeing. Pupils are encouraged to value their environment and appreciate the part they can play in its conservation and future development. Children are encouraged to think critically and give supporting evidence for their ideas.



EXPRESSIVE ARTS

This area of the curriculum includes Art and Design, Music, Dance and Drama. Within Expressive Arts we provide opportunities for the children to explore and express their feelings in a variety of creative ways.

ART/DESIGN



In this subject the children are actively encouraged to use many different mediums and techniques. They work individually to produce their own creations and in groups to create wall displays for events and school performances. Children also study and evaluate the works of famous artists. In design, the pupils are given opportunities to design and construct different 3D models.

DRAMA

Throughout the school, children are encouraged to participate in all types of drama. They are also involved in scripted work and in presenting the finished work to other pupils, parents and friends.



MUSIC

Children are given the opportunity to listen to and appreciate different types of music and to invent or compose their own pieces. They perform and present their work to their classmates, the school or to parents.

RELIGIOUS AND MORAL EDUCATION

Our aim is to try to make religious education teaching relevant to real situations and the children's own experiences, so that the children respond to the world they live in with understanding and with a sense of responsibility. The children explore Christianity and other world religions through stories, topics, visits to churches and the study of festivals.

Section 9 of the Education (Scotland) Act 1980 does give parents the right to withdraw their children from religious education and observance. If you wish to exercise this right please inform the school in writing.

ASSEMBLIES

An assembly is held weekly led by Mrs Horsburgh, other staff members or the pupils themselves. Guest speakers to our assemblies are invited on a regular basis. We also hold open assemblies in the school hall, or Reston Church.



Parents and friends are made most welcome and support us well. Mark Bruce from the B.C.Y.T. (Berwickshire Christian Youth Trust) runs JAFFA (Jesus is a Friend for All) lunchtime club once a week for children and we ask for written instruction should you wish your child not to participate.

HEALTH AND WELLBEING



This area of the curriculum allows children to develop their understanding of issues related to physical education, health, healthy eating, food hygiene, personal safety, drugs, alcohol and tobacco. It encourages self-esteem and self-awareness as well as developing relationships with other people. Pupils are encouraged to take on responsibilities and exercise choice becoming active citizens within the school.

PHYSICAL EDUCATION

In P.E. sessions we encourage the children's personal fitness and develop their knowledge and awareness of their bodies. They take part in sporting events throughout the session.



Children are provided with opportunities for social dance as well as creative dance. They often perform these dances at the annual Dance Festival.

Children receive the statutory two hours P.E. provision per week

OUTDOOR LEARNING



All the children from P1 to P7 are involved in outdoor learning during the year which helps them to understand the natural world and develop skills such as communication, problem solving, working with others and thinking skills. As well as a school garden we have access to local woodland and a fantastic riverside outdoor classroom.

TECHNOLOGIES

Technologies are a continuing area of development within the school. Children are taught the skills and use them across the curriculum. They learn about investigating and designing, predicting and evaluating.

Each classroom benefits from networked laptop computers as well as having access to and an interactive whiteboard. Digital cameras and flip cameras are also used by the children to record learning and achievement. All children in Primary 4 to 7 have their own Inspire Learning iPad to enhance their learning experiences. In Primary 1 to 3 all children have access to a set of Inspire Learning iPads.



Suitable internet facilities are available for developing and expanding knowledge and understanding of technology and for research.

More information on the curriculum can be found below and on the following websites:

- Parentzone: <http://www.educationscotland.gov.uk/parentzone/index.asp>
- Education Scotland: <http://www.educationscotland.gov.uk/>
- Skills Development Scotland: <http://www.skillsdevelopmentscotland.co.uk/>

HOMEWORK

Pupils from P1 upwards receive a small amount of regular homework connected with reading, spelling, and mathematics. Children are taught the skills to read in school and this can be reinforced at home with books taken home from school. From time to time, pupils may be asked to carry out some research in connection with their topic. Whatever the task, it is not intended to be laborious and if a child is unsure of what to do parents should contact the class teacher. The support of the parents in supervising and participating homework has a huge impact on children's progress in school particularly in the early years. For children from Primary 4 upwards home learning is set on their Inspire Learning Ipad.



ASSESSMENT AND REPORTING

The assessment of pupils is an integral part of teaching and learning through observation, marking of work, informal assessment and discussion. In addition to this, summative assessments in Literacy and Numeracy are carried out regularly. Reports are sent home once a year as well as open events and parent/teacher consultations. Parents are encouraged to contact school at any time during the year if they wish to discuss any aspect of their child's work or other matters. Learning profiles are available at regular opportunities during the session.

PARTNERS IN YOUR CHILD'S EDUCATION

Support for Learning

Support for learning is not only for pupils who find learning difficult but also for more able children who may need support whilst being extended to reach their full potential. Our Support for Learning Teacher and Additional Needs Assistants work alongside class teachers and with groups of children.

Inclusion and Wellbeing Support

The school benefits from advice and practical help from Miss Brown, inclusion and well-being teacher. This can involve individual help, focus groups and home visits.

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

SCHOOL EXCURSIONS

Study visits enhance the children's work in class and take place throughout the school year. Signed permission slips are necessary if a pupil is required to leave the school whatever the activity.



COMMUNICATION WITH PARENTS

It is our policy to keep parents fully informed about all activities, which involve their children, and also to pass on general information about many aspects of school life. There are monthly newsletters and a news blog. We also have our Reston Primary School Facebook page which we update on a regular basis. Teachers sometimes write less formal notes into pupils' homework/reading diaries, these should be signed to show you have read them.



PARENTAL HOLIDAYS

The Scottish Government strongly discourages the practice of children being taken on holiday during term time, so we are unable to authorise such absences. Please inform the school if you would like a holiday request form if children are being taken on holiday during term time, which will be logged as unauthorised absence.

PARENTAL HELP AND INVOLVEMENT

We encourage parents and carers to become involved in school life. At the beginning of each term, each class teacher will provide a curriculum overview stating the work that will be covered during that specific term.

We are very keen to have parents involved with our school and we would appreciate any offer to help. Please contact the school if you have some spare time, we will ask you to fill out a PVG form. You may also like to become involved in the school by joining the Parent Council Forum.

PARENT COUNCIL FORUM

A Parent Council was founded in 2007 following the Parental Involvement Bill. All parents are welcome to attend meetings, dates of which will be included in school monthly newsletters and displayed on the school noticeboard. Parent Council Office Bearers are elected in September of each session at their Annual General Meeting. The email contact address for the Parent Council Forum is restonparentcouncil@gmail.com should you wish to make contact and have an item you would like added to the agenda of a meeting.

MID MORNING SNACKS AND SCHOOL MEALS

Mid-morning snacks are encouraged by the school. Children are asked to bring a healthy snack. We also encourage a fruit fix late afternoon in classes and children are welcome to, if they wish, to bring in a piece of fruit or raw vegetable of their choice to eat during story time or listening and watching newsround.



All pupils wishing to order a school lunch should order using the online system ParentPay. Pupils will be issued with an activation letter for parents to register on the site. Application forms for free meals are also available. Alternatively pupils may bring a packed lunch to school.



Please note that we are a nut free school. Please do not send your child into school with the following: packs of nuts, peanut or Nutella sandwiches or snacks, fruit / cereal bars / chocolate bars or sweets that contain nuts.

SCHOOL UNIFORM AND CLOTHING

Children are actively encouraged to wear school uniform in line with Scottish Borders Council's School Dress Code. In the interests of safety, the wearing of jewellery other than a watch and stud earrings, is not allowed.

GIRLS

Polo shirt - white or red
Sweatshirt - red with school badge
Skirt / pinafore - dark grey, black or navy
Trousers - dark grey, black or navy
Shoes - black school shoes

BOYS

Polo shirt - white or red
Sweatshirt - red with school badge
Trousers - dark grey, black or navy
Shoes - black school shoes



Primary 7 children wear a royal blue jumper or cardigan with a white polo-shirt.

School Uniform Orders:

School jumpers and other items of uniform are available to buy from 'Fantasy Prints' in Berwick and 'Border Embroideries' in Greenlaw.

- Visit Fantasy Prints:
<http://www.fpuniformz.com/schools/reston-primary.html> or pop in to their uniform shop in Berwick to try before you buy
- Border Embroideries:
<https://www.border-embroideries.co.uk/schools/reston-nursery.html>

PE kit consists of shorts, t-shirt and gym shoes and should be kept in a bag in school. Pupils will need sports trousers, sweatshirt and trainers when PE takes place outside. Girls wearing tights to school may also wish to keep a pair of socks in their gym bag for PE lessons.

LOST PROPERTY

Any lost property should be reported to your child's class teacher. Losses can be minimised by labelling articles of clothing and pupils belongings. Also please ensure that no money or other valuables are brought to school unless absolutely necessary.



SCHOOL TRANSPORT

Children living outside the village are included in the Scottish Borders Council transport policy. Occasionally, provided a bus or taxi has space, pupils who live in the catchment area but less than 3 miles from the school can apply for a 'privileged lift' which may have to be paid for. Families living outside the catchment area must provide their own transport although it may be possible to arrange a privileged lift.

In the unlikely event of adverse weather conditions leading to early closure of the school, an action plan for pupils who travel by bus is implemented. Parents of all pupils are contacted before pupils are sent home. It is now possible to receive immediate updates on emergency situations on Lothian and Borders Alert Website which the school will also use. The link is www.lbalert.info if it is not possible to contact parents, then pupils will be kept in school until they can be collected.

Please ensure that the school always has an up-to-date note of your mobile phone number and emergency contacts.

HEALTH CARE

Medical examinations



Medical examinations take place as required during the course of Primary 1. Prior notification of appointments is given to parents so that they are able to attend. The school nurse checks pupils' height and weight regularly.

Eyesight and hearing tests

Eyesight and hearing tests are carried out periodically. Parents of children giving cause for concern will be consulted. Similarly, if parents are concerned about a child's eyesight or hearing, please contact the school.



Speech and Language Therapy

The services of a Speech and Language Therapist are available and pupils will be referred for help if necessary. Again, parents will be consulted at all times.

Dental Service

The school dentist visits the school regularly to make routine examinations. Parents are consulted beforehand and can decide whether or not to have necessary treatment carried out by the school dentist. Written consent must be given before the commencement of any treatment. If a pupil who normally receives treatment from the school dentist requires urgent attention, this can usually be arranged at short notice by contacting the school.

Minor Accidents



Any minor accidents, which occur in school, will be treated by a trained first aider. The use of creams or sprays to treat minor injuries is not permitted. Generally only clean water, sterile dressings and bandages are used. In the case of more serious injuries, pupils may be taken to Eyemouth Health Centre or Berwick Infirmary. Parents will be contacted as soon as possible.

Administration of Medicines

Staff are not permitted to administer any non-prescribed drugs and pupils should not have these in school. Staff may volunteer to administer prescribed drugs. Special forms for this purpose are available from the school and need to be filled out beforehand.

Special Medical Conditions

Parents must inform the school of any medical conditions likely to affect their child's performance or general safety. All such information will be treated in the strictest of confidence.

GIRFEC

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.

HEALTH AND SAFETY

The health and safety at Work Act 1974 applies to Reston Primary School as a place of work. Staff are instructed in their responsibilities in this respect and safety regulations apply to all aspects of school life, on and off the premises. Fire drills are held at regular intervals to ensure the safe and speedy evacuation of the school in an emergency. In the interests of safety vehicular access to the school playground is not allowed during school hours. The children also get regular practice entering the school from the playground should there be any incident during playtime that requires them to seek refuge indoors.



ACHIEVEMENTS



We celebrate the children's achievement during our weekly assembly on a Monday afternoon. These are pupils who have worked well or made a special effort. They are awarded a wall of fame and these certificates are displayed in the hall for everyone to see. During assembly one child from each class is selected as a 'Reston Rocket' for a week. Their picture is also displayed on the achievement wall. Children's wider achievements are also celebrated in assembly and we encourage the children to share their successes during our assemblies.

SOME OTHER POINTS TO NOTE

- Bicycles and scooters can be brought to school but pupils **MUST** wear a safety helmet and ride safely to school. A bike shed is located to the front of the playground.
- Pupils are **not** allowed to bring mobile phones to school unless there are special circumstances when the phone is kept in the school office.

EXTRA-CURRICULAR ACTIVITIES

We offer lunchtime and after-school clubs to take into account those children who travel to and from school by bus, these are supported by BYCT and Live Borders Active Schools.

RIGHTS RESPECTING SCHOOL

We are delighted that we successfully achieved the Unicef UK Recognition of Commitment (ROC) for our rights-respecting work. We consult with the children to represent the views of all the children in improving the school. This is achieved through Pupil voice and all children are given regular opportunities with their teachers and the Head Teacher to share their thoughts and next steps.

YOUNG CARERS

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

Young carers undertake a number of tasks for the people they live with and look after. They are often left alone to do things like washing, cooking, shopping, paying bills, collecting medication or helping to look after younger brothers or sister. This means they might not have as much time to complete work at home which has an ongoing effect on progress and learning or attend clubs and after schools activities therefore missing out on the social aspects of school. Within Reston 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.

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."



COMPLAINTS PROCEDURE

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.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 pastoral teacher or a senior member of staff (the Head Teacher or a Depute Head 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.

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 People Compliments and Comments mailbox PeopleCandC@scotborders.gov.uk

Keeping our children 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 Mrs Horsburgh.

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>

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 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 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

School term dates for 2024-25

Autumn term

- Monday 12 and Tuesday 13 August 2024 - Staff resume, In service days
- Wednesday 14 August 2024 - Pupils resume

Mid-term holidays

- Monday 14 October - Friday 18 October 2024
- Monday 21 October 2024 - In service day
- Tuesday 22 October 2024 - Pupils resume
- Monday 2 December 2024 - St Andrew's Day, schools closed
- Tuesday 3 December 2024 – Casual Holiday for Eyemouth Cluster
- Wednesday 4 December 2024 - Pupils resume Earlston, Eyemouth, Jedburgh, Kelso and Tweeddale
- Friday 20 December 2024 - Last day of term

Christmas holidays

- Monday 23 December 2024 - Friday 3 January 2025

Winter/Spring term

- Monday 6 January 2025 - Term starts, all resume

Mid-term holiday

- Friday 14 February 2025 - Last day of term for pupils
- Monday 17 to Friday 21 February 2025 - Mid term break
- Monday 24 February 2025 - In service day for all
- Tuesday 25 February 2025 - All resume
- Friday 4 April 2025 - Last day of term

Easter holidays

- Monday 7 April to Friday 18 April 2025

Summer term

- Monday 21 April 2025 - Term starts

Mid-term holidays

- Monday 5 May 2025 - May Day holiday, schools closed
- Tuesday 6 May 2025 - Staff resume, In service day
- Wednesday 7 May 2025 - Pupils resume
- Wednesday 25 June 2025 - Last day of term

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

Healthy Beginnings

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

Top Tips

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

What?	Why?
	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



Disclaimer

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 parents and carers.