



Leader Valley School

Handbook for Parents and Carers

Leader Valley School

South Croft Park

Earlston

TD4 6HE

Phone: 01835 825234

LeaderValleySchool@scotborders.gov.uk



Welcome from the Headteacher

Dear Parents/Carers,

I would like to extend you a very warm welcome to Leader Valley School.

Our handbook highlights the vision, values and aims of Leader Valley School Enhanced Provisions and Services. It provides you with some information about the curriculum and general guidance in relation to other aspects of school life. As a school, we fully appreciate the importance of positive relationships, interagency working and the value of parental participation and partnership. By working together, we can develop a partnership that will enhance your child's education outcomes, wellbeing and experiences. When your child joins us in Leader Valley our aim is to provide an excellent educational experience which is of the highest quality and standard.

Please do not hesitate to contact either myself, The Depute Headteacher or Principal Teachers if you would like to discuss anything regarding your child's schooling. Similarly, please feel free to contact us with any ideas or suggestions you may have. Everyone at Leader Valley is very proud and appreciative of the continuing, invaluable support we receive from you in each of our learning communities.

Yours sincerely,

Fiona Mills

Headteacher Leader Valley School

Our Vision, Values and Aims

Vision: Excellence and Equity for all

Values: Respectful relationships
Unique individuals
Collaborative approaches

Aim: To work together to reach our full potential by:

- * Ensuring that our pupils' Health and Wellbeing is at the heart of all that we do
- * Promoting and supporting inclusion and equity for all our pupils
- * Actively promoting and celebrating all opportunities for our pupils to experience personal achievement and success within and beyond the school environment
- * Developing skills for Life, Learning and Work
- * Personalising our Learning Journeys in Literacy and Communication, Numeracy and Environmental Awareness to meet all learner's needs
- * Providing an environment where pupil voice and independence is developed, nurtured and actively promoted
- * Valuing and strengthening Parent and Partner relationships

Leader Valley School

Introduction to Leader Valley School

What is our shared purpose?

We work in partnership with mainstream schools, parents and other services to improve outcomes for children and young people across the Scottish Borders with Additional Support Needs.

Who are we?

Leader Valley School is based in Earlston in the Scottish Borders. It was opened in February 2017 and forms part of a wider service delivery including 4 further Complex Needs Enhanced Provisions based @ Hawick, Galashiels, Duns and Peebles. Leader Valley School also comprises of a team of specialist staff who work across the Scottish Borders supporting young people with additional support needs from birth to 18.

Leader Valley School Team:

- * Enhanced Provision @ Earlston
- * Enhanced Provision @ Duns
- * Enhanced Provision @ Galashiels
- * Enhanced Provision @ Hawick
- * Enhanced Provision @ Peebles
- * Teachers of Deaf Children and Young people
- * Teachers of the Visually Impaired
- * Pre-School Home Visiting Teachers
- * Language and Communication Teachers
- * Autism Outreach Teachers

Staff Team

Headteacher:	Fiona Mills
Depute Headteacher:	Alison Macpherson
Principal Teachers:	Claire Ogilvie, Joanne Marshall, Fiona Buttle, Rachel Hartley, Frances Burke
School Assistant:	Margaret Wilson
Cleaner:	Kerry McKenzie
Janitor:	Colin Steele

Shared Placements within Leader Valley School Enhanced Provisions

Young people are entitled to a full-time educational provision and we work collaboratively with mainstream schools to achieve this.

The majority of our young people will attend both a Leader Valley School Complex Needs Enhanced Provision as well as their mainstream school as part of a shared placement. Our Complex Needs Enhanced Provision placements are personalised to meet the educational and health and wellbeing needs of each individual young person. They are regularly reviewed and evaluated and adapted to reflect the progress of the young person or to reflect changing needs.

Pupils are referred to the Primary Enhanced Provisions by their mainstream nursery or school from Primary 1 onwards via Scottish Borders Council's Central Overview Group (COG). The COG panel makes the decision about whether a shared placement will be offered.

Wherever possible pupils would attend their nearest local community Enhanced Provision. Within the Enhanced Provisions young people are grouped according to their individual needs and are supported by a team of teaching and support staff who work collaboratively with Allied Health Professionals, Educational Psychology and Social Work. We also work closely with other stakeholders including local voluntary organisations and mainstream schools. Parent and Carer involvement and participation is at the heart of all successful shared placements.

Leader Valley School Services

Pre-School Home Visiting teachers offer support and advice to families and carers of pre-school children with additional needs. Support is also offered to Nurseries and for transition into Primary School. Referrals to this service are made through the Additional Needs Multi-Agency Team (ANMaT) normally by Health or Education.

Our Sensory Team comprises of Teachers of the Visually Impaired and Teachers of Deaf children and young people who provide support, advice and guidance for pupils across the Scottish Borders who have a sensory impairment. They support young people to access education within a mainstream setting across nursery, primary and secondary stages and work in collaboration with other services where appropriate including the Guide Dog Habilitation Service.

Leader Valley School Autism Outreach Service offer support across the Borders for young people with Autism who access mainstream nursery, primary or secondary school. They work in close collaboration both with schools and parents/carers to support young people in school.

Referrals for the above Leader Valley School services are considered by the Leader Valley School Senior Management Team and where possible a multi-agency representative approximately three times per year. The purpose of these meeting is to consider new referrals, review and evaluate progress within existing placements and where appropriate consider the reduction of support and plans for next steps.

Leader Valley School Language and Communication teachers are based within schools across the Borders. They work with Speech and Language Therapists to teach small groups of young people with speech, language and communication difficulties. Referrals to this service are made by mainstream schools to Leader Valley School via a referral process and must be supported by a Community Speech and Language Therapist report. Placements within the service are for a maximum of two half-day sessions per week and are reviewed regularly to monitor progress.

Leader Valley School Enhanced Provision Class Times and Holiday Dates Session 2023-2024

Enhanced Provision Class Times

Enhanced Provision @ Earlston

Monday – Thursday	
9.00 am – 10.20 am	Session 1
10.20 am – 10.35 am	Break
10.35 am – 12 noon	Session 2
12 noon – 12.30 pm	Lunch
12.30 pm – 2.15 pm	Session 3
2.15 pm – 2.30 pm	Snack
2.30 pm – 3.15 pm	Session 4
Friday	
9.15 am – 12.15 pm	

Enhanced Provision @ Galashiels

Monday – Thursday	
8.45 am – 10.15 am	Session 1
10.15 am – 10.30 am	Snack
10.30 am – 12 noon	Session 2
12 noon – 1.00 pm	Lunch
1.00 pm – 3.15 pm	Session 3
Friday	
8.45 am – 12 noon	

Enhanced Provision @ Duns

Monday – Thursday	
8.50 am -10.30 am	Session 1
10.30 am – 10.50 am	Break
10.50 am – 12.15 pm	Session 2
12.15 pm – 1.00 pm	Lunch
1.00 pm – 3.25 pm	Session 3
Friday	
8.50 am – 12.50 pm	

Enhanced Provision @ Peebles

Monday – Thursday	
8.45 am – 10.10 am	Session 1
10.10 am – 10.30 am	Snack
10.30 am – 10.45 am	Playtime
10.45 am – 12.20 pm	Session 2
12.20 pm – 1.00 pm	Lunch
1.00 pm – 3.20 pm	Session 3
Friday	
8.45 am – 10.45 am	Session 1
10.45 am – 11.15 am	Brunch
11.15 – 12.15 pm	Session 2

Enhanced Provision @ Hawick

Monday – Thursday	
8.50 am – 10.20 am	Session 1
10.20 am – 10.35 am	Playtime
10.35 am – 12.05 pm	Session 2
12.05 pm – 12.50 pm	Lunch
12.50 pm – 3.20 pm	Session 3
Friday	
8.50 am – 10.05 am	Session 1
10.05 am – 10.20 am	Playtime
10.20 am – 11.50 am	Session 2
11.50 am – 12.35 pm	Lunch and finish

School term dates for 2023-24

Autumn term

- Monday 14 and Tuesday 15 August 2023 - staff resume, in service days
- Wednesday 16 August 2023 - pupils resume

Mid-term holidays

- Monday 9 October to Friday 13 October 2023
- Monday 16 October 2023 - In service day
- Tuesday 17 October 2023 - Pupils resume
- Monday 27 November 2023 - St Andrew's Day, schools closed
- Tuesday 28 November 2023 - pupils resume Eildon East (Selkirk), Eildon West (Galashiels), Teviot & Liddesdale, Tweeddale, Berwickshire
- Wednesday 29 November 2023 pupils resume Eyemouth, Cheviot, Eildon East (Earlston)
- Thursday 21 December 2023 - last day of term for pupils and staff

Christmas holidays

- Friday 22 December 2023 to Friday 5 January 2024

Winter/Spring term

- Monday 8 January 2024 - Term starts, all resume

Mid-term holiday

- Monday 12 to Friday 16 February 2024, mid-term break
- Monday 12 February 2024 - Casual holiday for Berwickshire, Eyemouth, Cheviot, Eildon West (Galashiels) Eildon East (Earlston) and Tweeddale)
- In service day for Eildon East (Selkirk) and Teviot & Liddesdale
- All schools closed 13, 14, 15, 16 February 2024
- Monday 19 February 2024 - Eildon East (Selkirk) and Teviot & Liddesdale all resume/In service day for Eildon West(Galashiels) Eildon East (Earlston), Tweeddale, Berwickshire, Eyemouth and Cheviot
- Thursday 28 March 2024 - last day of term

Easter holiday

- Friday 29 March to Friday 12 April 2024

Summer term

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

Casual holidays

Each [learning community](#) allocates two casual holidays for pupils and staff which are usually aligned to their local festivals.

Some casual holidays for 2023-24 are still to be confirmed.

Berwickshire

- Monday 12 February 2024
- Monday 27 May 2024

Eyemouth

- Tuesday 28 November 2023
- Monday 12 February 2024

Cheviot

- Tuesday 28 November 2023
- Monday 12 February 2024

Eildon East (Selkirk)

- Thursday 13 June 2024
- Friday 14 June 2024

Eildon East - Earlston

- Tuesday 28 November 2023
- Monday 12 February 2024

Eildon West - Galashiels

- Monday 12 February 2024
- Monday 3 June 2024

Teviot and Liddesdale

- Friday 7 June 2024
- Monday 10 June 2024

Tweeddale

- Friday 6 October 2023
- Monday 12 February 2024

Curriculum

All of our young people are entitled to a broad, general education.

Our Complex Needs Enhanced Provisions offer a broad and balanced curriculum in partnerships with our mainstream partners and wider stakeholders. Joint planning, review and evaluation ensure that all aspects of the curriculum are appropriately covered and reflect the totality of the broad general education.

All of your young people have Individualised Education Programmes (IEPs) which set out short and long term targets appropriate to their needs and are aligned with Education Scotland Milestones for Literacy and Numeracy at Pre-Early Level and/or the Early or First Level Benchmarks. These can include targets for literacy and communication, numeracy and environmental awareness, health and wellbeing and skills for life, learning and work. Parents are given the opportunity to discuss their child's progress and journey through education through regular review and planning meetings with school staff and relevant stakeholders. Some young people may have a Coordinated Support Plan. More information on CSP's can be found by following the link below.

https://www.scotborders.gov.uk/info/20041/support_for_pupils/456/additional_support/4

All our young people are given the opportunity to participate in Inter-disciplinary Learning (IDL) as part of the curriculum which takes place on a rotational basis. PSD, PE and RME topics are also covered at an appropriate level.

Our young people are supported to access and engage with their learning using a variety of communication aids, specialist equipment and resources by highly skilled staff teams. All Enhanced Provisions provide a wide range of Teaching and Learning approaches based on:

- Positive relationships and care between pupils, staff, parents and all stakeholders
- Every young person having the right to a high quality and inspiring education to ensure that their needs are met
- Challenge and inspiration being crucial if learners are to achieve their full potential
- Learning being active, suitably challenged and engaged in learning
- Celebrating and valuing young peoples' success and achievement
- Recognising that self-evaluation and understanding how young people learn is central to excellent learning and teaching
- Opportunities being provided for staff to develop and improve teaching, learning and assessment skill in all aspects of professional learning
- Sharing of good practice and consistency of approach across all Enhanced Provisions

Religious instruction and observance can be provided by both our Enhanced Provisions and our mainstream school partners. If you wish to withdraw your child from this you should contact the Headteacher of their mainstream school or PT of their Enhanced Provision.

To find out more about the 3-18 Curriculum for Excellence in Scotland

<https://education.gov.scot/parentzone/learning-in-scotland/curriculum>

<https://education.gov.scot/parentzone/additional-support>

<https://education.gov.scot/improvement/learning-resources/Milestones>

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.

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

Safeguarding and Child Protection



Safeguarding and protecting the welfare of all pupils at Leader Valley and across all the Enhanced Provisions is a core duty and our highest priority.

All children have a fundamental right to proper care and protection. Children may need protection when their basic needs such as food and warmth are neglected or they may need protection from harm from other people. They have a right to be protected from harm, radicalisation and exploitation, regardless of

- Race, religion, belief or ethnicity
- Age, sexual orientation, gender or disability

All staff at Leader Valley access regular updates, professional learning opportunities and training in safeguarding and child protection and have a duty of care towards the pupils.

Headteacher: Fiona Mills

Depute Headteacher: Alison Macpherson

Child Protection Coordinators: Claire Ogilvie, Fiona Buttle, Rachel Hartley, Frances Burke, Joanne Marshall

Scottish Borders Council Procedures and guidance:

<http://www.sb-cpc-procedures.org.uk/>

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

Getting it Right For Every Child



At Leader Valley we work in line with the framework and Guidelines for Getting It Right For Every Child (GIRFEC). This 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. It is based on children's rights and its principles reflected in the [United Nations Convention on the Rights of the Child](#) (UNCRC).

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.

There are eight Well Being Indicators which are at the heart of all that we aim to achieve and support, in school, at home or in the wider community



Safe Healthy Achieving Nurtured Active Respected Responsible Included

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

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

- Respond to children and young people and take appropriate, proportionate and timely action with the minimum of paperwork, bureaucracy and duplication.

GIRFEC is part of the Children and Young People (Scotland) Act 2014. If you would like any further information, please ask your child's Headteacher or refer to the links below.

<https://www2.gov.scot/gettingitright>

<https://www.gov.scot/publications/getting-right-child-understanding-wellbeing-leaflet/#res-1>

Scottish Borders Council publishes a range of informative advice for pupils with Additional Needs. You can find more information by visiting the following webpage for further details.

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

There is also a useful list of further contacts at the end of the handbook.

Mediation

The Scottish advice service for additional support for learning is called Enquire

Operated by Children in Scotland, 'Enquire' offer independent, confidential advice and information on additional support for learning through:

- a telephone helpline - 0845 123 2303
- an email enquiry service - info@enquire.org.uk
- an online enquiry service
- two websites - www.enquire.org.uk (for parents/carers and practitioners) and www.enquire.org.uk/yp (for children and young people)

The logo for 'Enquire' features the word in a bold, sans-serif font. The 'E' is purple, and the 'nquire' is black. Below the text is a thin, light purple horizontal line.

Care Experienced Young People

Some children and young people are unable to live at home with their parent(s) and the local authority has a legal responsibility to care for them.

Wherever possible, children and young people are expected to attend their original pre-five resource or school to minimise disruption to their lives. Where this is not possible the next preferred option would be to attend an alternative mainstream school with support if necessary. If a child attends a shared placement Enhanced Provision this would also be carefully considered and planned.

Each school has a designated staff member, usually in a senior management position, who has responsibility to know of any child or young person who attends their school and who is looked after or care experienced. Within Leader Valley School the designated persons for this role are the Principal Teachers in each of the Enhanced Provisions and Depute Head Teacher of Leader Valley.

We will ensure that any issues or concerns around a child or young person are addressed and communicated to the social worker responsible for the child or young person.

Foster carers and residential care staff act in place of the birth parents of the child or young person on everyday matters and should be provided with the support and advice of school staff which would be given to birth parents.

If there are any issues or concerns relating to a child or young person who is looked after or care experienced within the school, the child's teacher should be informed about these in the first instance and further advice can then be pursued as appropriate with school management staff and social work staff.

The overall aspiration for children and young people who are looked after or care experienced is that they are supported, included and treated no differently in school than their peers.

Uniform

Leader Valley has the option of a school uniform as our pupils attend both Leader Valley Enhanced Provisions and their Mainstream Schools. Details for ordering of uniform can be found in our parent Handbook.

<https://www.border-embroideries.co.uk/search/leader>

Attendance and sickness absence

Good attendance is really important if a child or young person is to be successful and make progress in their learning. Please call the Principal Teacher of the Provision your child attend if your child will be absent. If we are expecting a child or young person to attend we will contact you if they do not arrive. Holidays during term time are discouraged and will be recorded as unauthorised.

School clothing allowance and free school meals

Some families may qualify for financial assistance for school clothing or free school meals.

Application forms are available from

http://www.scotborders.gov.uk/info/594/benefitseducation_and_school/332/free_school_meals_and_clothingfootwear_grant

Pupil Voice

We are committed to encouraging pupil voice and are creative about seeking views where appropriate. We use a wide variety of Communication Aids, Digital Technology and Talking Mats as a way of gathering views as well as using Boardmaker symbols and sign-along to enable good opportunities for communication. We also respond to pupil reactions and engagement in activities to inform pupil feedback. We often use pictorial and video evidence to record pupil voice along with observations.

Parent voice

We value, trust and respect the views and contributions of parents and carers of all our learners. We actively encourage open, regular and effective communication through a variety of different forums including home school diaries, phone calls, text messages, newsletters, visits, meetings, open events, celebrations, performances etc. We also seek views more formally using questionnaires along with the more informal information gathering via conversation and sharing if views.

We have a Leader Valley Parent Partnership Group which is run by parents and is represented by parents from all of our provisions. Each enhanced provision also has their own parent group meetings.

Complaints and concerns

We will always do our best to support our children and families but recognise that at times we may make mistakes. If you have a concern or complaint please contact us as soon as possible. All of our contact details are at the back of this handbook for your reference.

We try very hard to respond quickly to any concerns you have and it is best if the concern or complaint is made to the staff member you have been dealing with in the first instance or the appropriate Principal Teacher, Depute Head teacher or Headteacher.

Please let us know that something is wrong and we will work to resolve it straightaway wherever possible. You can do this in a variety of ways either in writing, or by speaking to a member of staff.

If your complaint cannot be resolved at this level Scottish Borders Council have a Complaints procedure.

https://www.scotborders.gov.uk/info/20016/have_your_say

DATA PROTECTION SBC Information

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. 2 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

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 brother 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 or their local community.

Within our Scottish Borders Learning Community 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 for your child in participating in learning, arriving on time, or any other issues which may affect their wellbeing at school. It is the intention of Staff to offer all the support they can to your child.

- Detailed information about the Carers Act 1.4.18 is available on the [Scottish Government website](#)
- More information about the Scottish Borders Young Carers Service is available from the [Scottish Borders CHIMES | Action For Children](#)
- The Partnership's Locality Plans are available at: www.scotborders.gov.uk/HSCPLocalityPlans

Medical and Health Care

Please note that Leader Valley Enhanced Provision @ Earlston is a nut free school.

Please check with your child's Enhanced Provision and mainstream school if you are concerned about any possible allergies.

If a child takes ill in school or has an accident the parent or person to be contacted in an emergency will be informed. It is therefore essential that the Enhanced Provision and school has up to date emergency contact information. In cases of injury to a child where hospital attention may be necessary, the child may have to be taken there without delay. This would be done under the care of the school staff and parents contacted as soon as possible.

Medication to Pupils

Non-prescribed medication (including Paracetamol) will not be given to pupils by staff unless this has been agreed and consented in advance.

For prescribed medicines. Parents must fill in and sign the relevant form. Please liaise with the Enhanced Provision Principal Teacher in advance. All medicines will be stored safely.

Where a pupil is on complex medication for an on-going condition, arrangements will be made for your child to receive medicine. Procedures will be agreed by parents, Enhanced Provision/school and medical staff.

Children with ongoing or severe medical concerns will have a medical action plan (Individual Health Care Plan) created. The mainstream school will check these plans annually to ensure that all information is up to date and that all relevant staff are aware of needs. If there are any changes to your child's medical condition then please inform the mainstream school immediately and Enhanced Provision which your school attends.

Further information can be found at:

<http://www.nhsborders.scot.nhs.uk/patients-and-visitors/our-services/children-young-peoples-services-directory/multiagency-administration-of-medicines-for-c-and-yp/>

Headlice

Headlice are a recurring problem and we would appreciate if parents could notify us if they find any in their child's hair so we can follow Health Board Guidelines ensuring confidentiality. The Chemist or Health Centre can advise on treatment. Research shows that the most effective way to eliminate headlice is to fine comb on (conditioned) hair every week.

If in doubt about treatment, please contact your local Health Centre

Anti bullying

We respond to any form of bullying or prejudice.

Bullying takes different forms, including:

- Verbal
- Physical
- Emotional
- Online

If you have any concerns please contact us as soon as possible.

Respect me - Scotland's anti bullying service

You can access 'Respect for all: The National Approach to Anti - Bullying for Scotland's Children and Young People' here:

<https://respectme.org.uk/>

Scottish Borders' Council's **Respectful Relationships** policy can be found here.

www.scotborders.gov.uk/antibullying

Borders CHW Service: Fit4Fun Families

Helping your Child to Grow, Learn and Play

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

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

Top Tips for Eating Well, Feeling Good and Being Active

- Eating Breakfast gets the day off to a good start
- Enjoy a variety of foods and eat together when you can
- Eat plenty of fruit and vegetables
- Limit food and drinks high in sugar, fat and salt, especially at snack time
- Be mindful of portion size
- Eat 3 meals a day with healthy snacks in between

- Brush your teeth at least twice a day – “spit don't rinse”
- Register with a local dentist
- Ask your dentist about fluoride varnish

- Enjoy being active everyday
- Reduce time spent on phones, tablets, computers and watching T.V

- Think of the 4 B's - Bath, Brush, Book and Bed to encourage a good sleep routine

Keep Hydrated - Hydration helps improve concentration, mood and digestion

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

Useful Links

Parent zone Scotland

Be at the heart of your Children's learning...

<https://education.gov.scot/parentzone>

Scottish Borders Council

www.scotborders.gov.uk

Additional Support Needs

All children and young people need support in order to learn, but some require support which is additional to, or different from, what is normally provided. If you would like to know more about additional support needs please go to:

www.scotborders.gov.uk/info/20041/support_for_pupils/456/additional_support/

Find out more about Scottish Borders Autism Strategy

<https://www.gov.scot/publications/scottish-strategy-autism/>

<https://www.gov.scot/publications/scottish-strategy-autism-ootcomes-priorities-2018-2021/>

<https://www.autism.org.uk/about/in-education/extra-help-in-school/scotland/coordinated-support.aspx>

Find out more about the Autism Toolbox

www.autismtoolbox.co.uk/

Find out more about Communication Access Literacy and Learning

<https://www.callscotland.org.uk/Information/>

To find out more about ENABLE

<https://www.enable.org.uk/get-support-information/children-young-people/support-for-child/>

SAMH for Scotland's Mental health

<https://www.samh.org.uk/>

Providing support to adults and children with Attention Deficit Hyperactivity

Disorder (ADHD) in Scotland, and their parents, carers and families.

<https://www.scottishadhdcoalition.org/>

Pupil Inclusion network Scotland

<http://www.pinscotland.org/>

Find out more about inclusion across the Scottish Borders

@sbcincludes

Scottish Borders Child Protection Procedures

<http://www.sb-cpc-procedures.org.>



Scottish Borders Fit4Fun Families

Fit4Fun Families is a free family focused healthy lifestyle programme which offers practical tips to help support children, young people (0-18 Years) and their families, eat well and be active. They can help support families to make positive lifestyle changes and work with you to identify specific goals.

Further information can be found via

Child.HealthyWeightService@borders.scot.nhs.uk

Or to join by phone Tel: 01896 826447

Important Contacts and Further Information

Headteacher: Fiona Mills

Tel: 01835 825234

fiona.mills@scotborders.gov.uk

Depute Headteacher: Alison Macpherson

Tel: 01835 825234

alison.macpherson@scotborders.gov.uk

Child Protection Co-Ordinator's in each Enhanced Provision

Principal Teacher Enhanced Provision @ Earlston Claire Ogilvie

Tel: 01835 825234

claire.ogilvie@scotborders.gov.uk

Principal Teacher Enhanced Provision @ Duns Joanne Marshall

Tel: 01361 884050

joanne.marshall@scotborders.gov.uk

Principal Teacher Enhanced Provision @ Galashiels Fiona Buttle

Tel: 01896 758094

fiona.buttle@scotborders.gov.uk

Principal Teacher Enhanced Provision @ Hawick Rachel Hartley

Tel: 01450 372075

rachel.hartley@scotborders.gov.uk

Principal Teacher Enhanced Provision @ Peebles Frances Burke

Tel: 01721 721490

Frances.Burke@scotborders.gov.uk