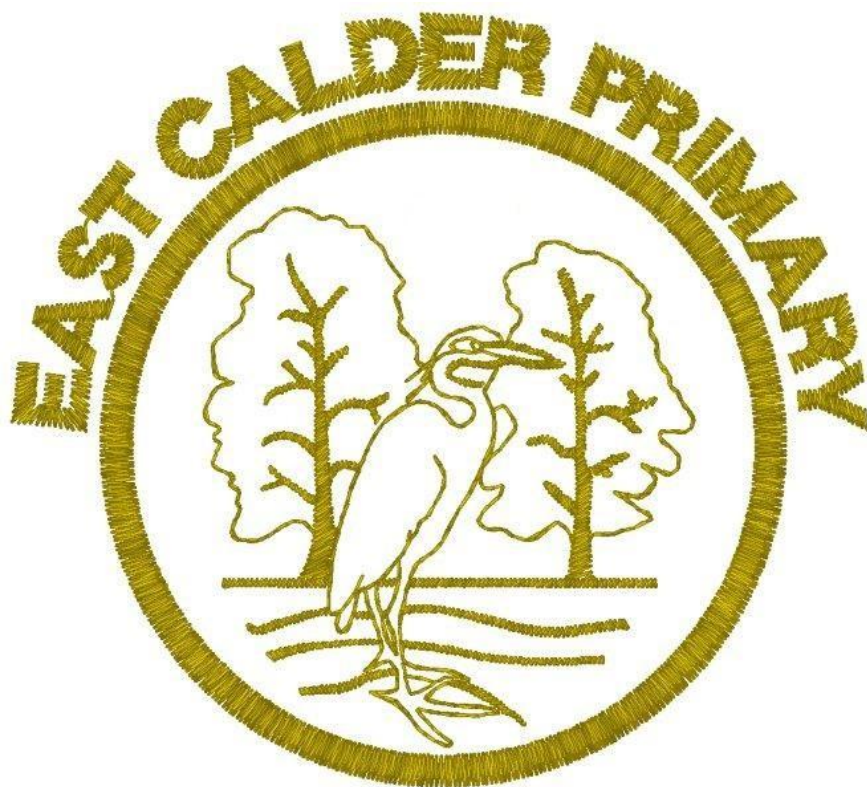


# East Calder Primary School

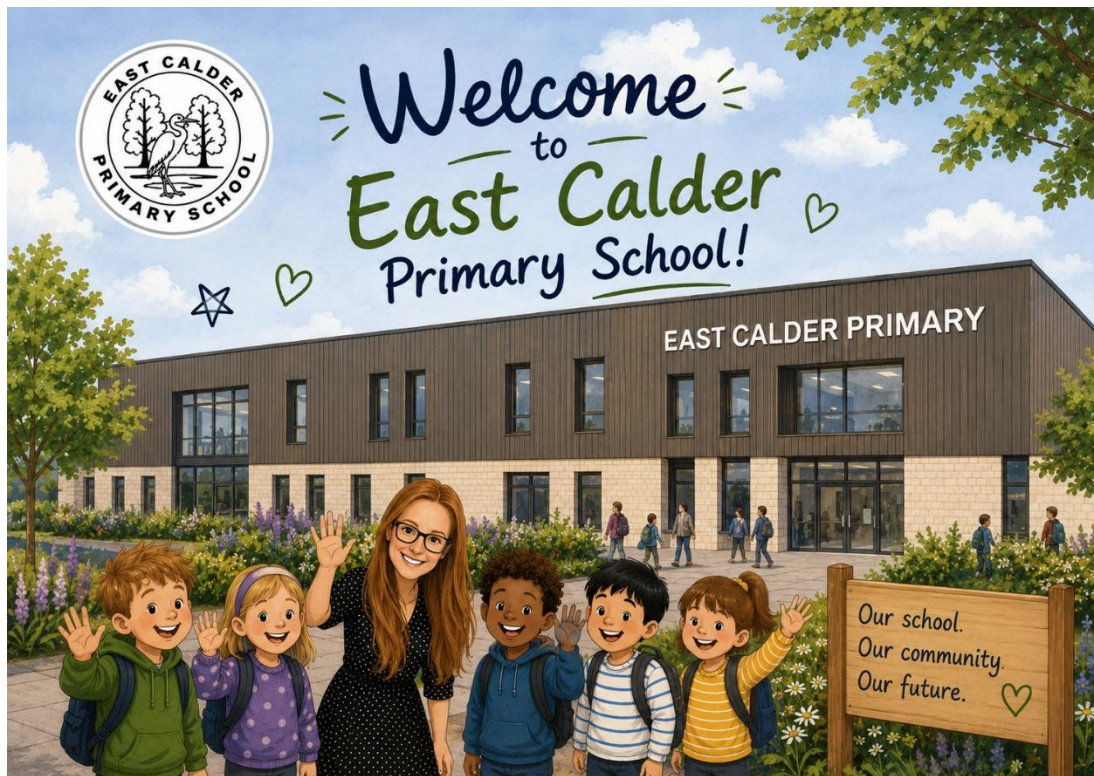


*Learn and Achieve Everyday*

School Handbook - 2026-27

## Contents

Welcome to our school  
All about East Calder Primary School  
Contact Details  
Staff Team  
Our Vision and Values  
Promoting Positive Relationships  
Partnership with Parents  
School Uniform  
School Hours  
Playground Supervision & Breakfast Clubs  
The Curriculum  
Assessment and Reporting  
Support for Pupils  
Achievement and Attainment  
Attendance  
Home Learning  
Extra-Curricular Activities  
Instrumental Tuition  
School Meals  
School Transport  
Clothing Grants  
Medication in Schools  
Child Protection  
Use of the Internet  
Emergency Arrangements  
Security  
Car Park  
Photography  
Data Sharing  
Equality & Fairness  
Enrolment and Transition  
Parent Council and Parent Engagement  
Feedback, Concerns and Complaints



Thank you for choosing East Calder Primary School for your child's education.

Our children, families, staff, partners and wider community take deep pride in our school. Our learning community has very high expectations of, and aspirations for, our children and we are committed to getting it right for every child.

We are delighted to have moved into our new building and are excited to see the upcoming development of our playground as our old building is demolished. We are looking forward to the opportunities this new building presents us and are keen to investigate the spaces and areas within the school.

We want every child in our school to be happy and enjoy being a member of our school. We want them to feel safe, taken care of and supported as they journey through their primary education with us.

As you read through this handbook, we hope you will be assured that we are committed to work alongside you, to ensure your child achieves their full potential within a safe, caring and positive learning environment.

We look forward to welcoming you and your child to the East Calder Primary and we look forward to working in partnership with you.

Fiona Stewart - Headteacher

### Contact Details

East Calder Primary School & Early Years Centre  
9 Langton Road,  
East Calder  
EH53 0BL

Telephone Number: 01506 280199  
Present Roll: 483 (school and ELC)  
Headteacher: Mrs Fiona Stewart

Website: <https://eastcalderprimary.westlothian.org.uk/>  
School blog : <https://blogs.glowscotland.org.uk/wl/eastcalderprimary/>  
Email: [wleastcaader-ps@westlothian.org.uk](mailto:wleastcaader-ps@westlothian.org.uk)

School term dates and holidays can be accessed online at:  
<https://www.westlothian.gov.uk/schoolholidays>

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## East Calder Primary Staff

Here are the staff that will care for your child:

Headteacher Mrs Fiona Stewart

Depute Headteacher Mrs Laura Donnelly

Principal Teacher Mrs Martha Burnett

**ALL STAFFING still to be confirmed for session 2026-2027**

### School based staff:

Mrs Murdoch

Miss Mannion

Miss Young

Miss Marra

Ms Rutherford

Mrs Spence

Mrs Lewis

Mrs Turner

Miss Baird

Mr Milligan

Mrs Campbell

Mrs Stewart

Mr Prior

Miss Graham

Mrs Henderson (maternity leave)

Mr Cowan

Miss Livingston

Mrs Robertson

Mrs Carson (PSW)

Mrs Hamil (PSW)

Miss Lee (PSW)

Mrs Shanks (Lunchtime supervisor)

Miss Mohammed (Ad PSW)

Miss Ross (Ad PSW)

Mrs Auchie (Ad PSW)

Mrs Ma (PSW)

Instrumental Music Specialist Teachers - Mrs Farren & Mrs Evans

School Admin Mrs Findlay

Clerical Assistant Mrs Castillon  
Early Learning and Childcare Team

Early Years Officer Mrs McNeil and Miss Mathieson

Early Years Team:

Miss McKechnie

Miss James

Mrs Spence

Miss Vance

Mrs Sodimu

Miss Gordon

Miss Fleming

Miss Orr

Miss Brownridge

Miss Harvey

Mrs Rafferty

Miss Olford

Mrs Hearn

Ms Lamb

Mrs McCann

Ms Pearson



# OUR VISION, VALUES AND AIMS

Everyone is unique. We consider the whole child and their circumstances when making decisions and value inclusion, fairness and diversity so that together we ensure that everyone has the right support and the same chance to learn and achieve every day.

Mutual respect underpins positive relationships across our lives. We model clear communication, honesty, responsibility and trust and we expect the same across all relationships in school; building partnerships which are important to support us all to learn and achieve every day.



Learning is central to our values. We are all committed to life-long learning and enjoying creative, engaging opportunities to play, co-operate and learn which develop the knowledge, skills and experiences we all need to learn and achieve every day.

A positive attitude is crucial. We encourage and develop positive and supportive approaches to challenges and relationships building the aspiration, independence, resilience and confidence we all need to learn and achieve every day.

Feeling nurtured is a central human need. The wellbeing indicators help us all to work together on building a caring, warm, supportive environment where children's needs are central to our approaches ensuring we all learn and achieve every day.



ALMONDELL



CALDERHALL



LANGTON



OAKBANK

## AIMS

- To foster learning opportunities that recognise and celebrate pupils individually, develop their full potential and skills they will need to become Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.
- To provide stimulating and challenging learning opportunities that will engage children and develop their curiosity, creativity, independence and resilience.
- To have a shared vision that equips our children with skills for learning, life and work.
- To nurture and promote positive relationships and develop a sense of belonging, within the East Calder Primary School community.
- To cultivate an ethos of high aspirations and ambition for all our learners where attainment, achievement and participation is recognised and celebrated.

READY

RESPECT

SAFE

## Positive Relationships and Behaviour

At East Calder Primary School, we believe that strong, positive relationships are at the heart of learning and wellbeing.

We are committed to creating a safe, nurturing and inclusive environment where all children feel respected, valued and ready to learn.

Our approach is based on:

- Building positive, respectful relationships between children and adults
- Supporting children to feel safe, included and understood
- Using restorative and nurturing approaches to support behaviour
- Recognising that behaviour is a form of communication

We focus on helping children to understand their emotions, make positive choices and repair relationships when things go wrong.

### **Our school rules**

We use three simple school rules to support children in all areas of school life:

- Ready
- Respect
- Safe

These are regularly revisited with children and underpin all expectations.

### **Recognising positive behaviour**

We celebrate children who demonstrate our values and make positive choices. This includes:

- Praise from staff and peers
- Certificates and class rewards
- House points and assemblies
- Opportunities such as Celebration Conversations with school leaders

When children need support, we respond in a calm, consistent and supportive way.

Our approach focuses on:

- Giving clear reminders of expectations
- Supporting children to regulate emotions
- Using restorative conversations to repair relationships
- Working in partnership with families where needed

## Working in partnership

We work closely with parents and carers to support children's wellbeing and development.

If any concerns arise, we will communicate openly and work together to ensure the best outcomes for every child.

**EAST CALDER PRIMARY SCHOOL**

# PROMOTING POSITIVE RELATIONSHIPS

**At East Calder Primary School**

Together we create a safe, nurturing and inclusive school where everyone can flourish and learn.

## OUR LEARN VALUES

- L Learning**  
We are curious, motivated and aim to be the best we can be. We learn together and celebrate progress.
- E Equity**  
We value everyone irrespective of needs, behaviour or background and ensure everyone has the same opportunity to succeed.
- A Attitude**  
We have a positive attitude to learning and challenges. We show resilience, perseverance and pride in our efforts.
- R Respect**  
We show respect for everyone and everything. We listen, are kind and value different views.
- N Nurture**  
We care for ourselves, each other and our school community. We support wellbeing and help everyone to flourish.

## THIS IS HOW WE DO IT HERE

- Relentless** – we do not give up on our learners and we consistently follow through.
- Deliberately bothered** – we show learners that they matter by noticing, checking in and following up.
- Consistent** – routines, expectations and consequences are applied fairly and predictably.
- Calm and “unshockable”** – adults regulate first, model calm responses and avoid escalating situations.

We connect before we correct.

## WE REPAIR AND RESTORE

We use restorative conversations to solve problems and repair relationships.

## PIP & RIP

We praise in public and reprimand in private so we can all learn and grow.

## WE SUPPORT EVERYONE

- Wellbeing
- Nurturing Approaches
- Restorative Approaches
- Trusted Adult Approaches
- Trauma-Informed Practice

We use lots of strategies to support all learners at the right level – universal, targeted and (where necessary) intensive.

## WE ARE ALL PART OF OUR SCHOOL COMMUNITY

- Pupils
- Staff
- Families
- Partners
- Community

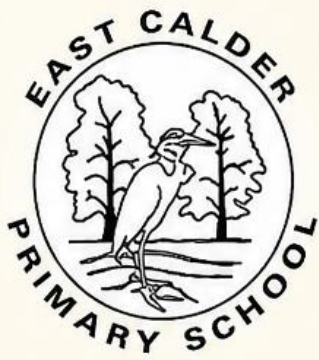
We work together to build positive relationships today for a brighter tomorrow.

Our 3 School Rules

- Ready** – We are prepared and try our best.
- Respect** – We are kind, listen and look after each other.
- Safe** – We keep ourselves and others safe.

Scan the QR code to see a SWAY of how we included our whole school community in the refresh of our Positive Relationships Policy – April 2026

Everyone is valued. Everyone belongs. Everyone can flourish.



# WEAR IT PROUDLY, BE PART OF US! ★

## OUR SCHOOL UNIFORM

At East Calder Primary, our uniform helps us feel **proud**,  
**included** and **ready to learn** – every day!

### ACTIVE SCHOOL UNIFORM

- ✓ Black school sweatshirt or cardigan with school logo
- ✓ Plain white, yellow or black polo shirt
- ✓ Black leggings, trousers, shorts or skirt/pinafore
- ✓ Plain black tracksuit bottoms (option for tights or leggings under shorts)
- ✓ Black or yellow hoodies/zoodies (zip hoodies)
- ✓ Black or Yellow Hoodies/zoodies (zip hoodies) – these should be plain unless purchased with school logo
- ✓ Trainers



### OTHER UNIFORM OPTIONS

All with or without school logo



Black school shoes



Black pinafore dress/skirt/trousers



Yellow and Black tie



Yellow gingham dress



No requirement for branded version.

Wear the school logo and colours with pride!



**WEAR OUR UNIFORM WITH PRIDE – YOU BELONG HERE!**



### WHY DO WE HAVE A UNIFORM?



Helps us feel proud & part of our school



Promotes equality & inclusion



Reduces distractions so we can learn



Encourages respect & belonging

### FEEDBACK MATTERS!

We listen! Thanks to your feedback, we've achieved the highest response rate yet – **94.2% active participation!**

Thank you for supporting our learners and helping shape our school.

Share your ideas and let's keep making our school even better!



Learning



Equity



Attitude



Respect



Nurture

★ **TOGETHER, WE LEARN, GROW & SUCCEED!**



## The School Day

The school day is the same for all children.

School day starts at 8.50am

Break - 10.35 - 10.50am

There are two lunch breaks-

12.30 - 1.15 and 12.40 - 1.25pm

Home time at 3.15pm

Friday finish at 12.25 pm



Following consultation with parents in August 2021, all our children can enjoy a Smart Start to their day and can enter their classrooms from 8.35am onwards.

## Breakfast Club

Our Breakfast Club provides our learners with a healthy breakfast and allow them to sample and develop preferences for health options.

Breakfast Club aims to establish positive relationships at the start of the school day, helping to reduce lateness or poor attendance and improve engagement and motivation to learn.

**All** pupils are entitled to free breakfast. The club runs from 8.15am each day and children can access the via dining hall door.

## Curriculum

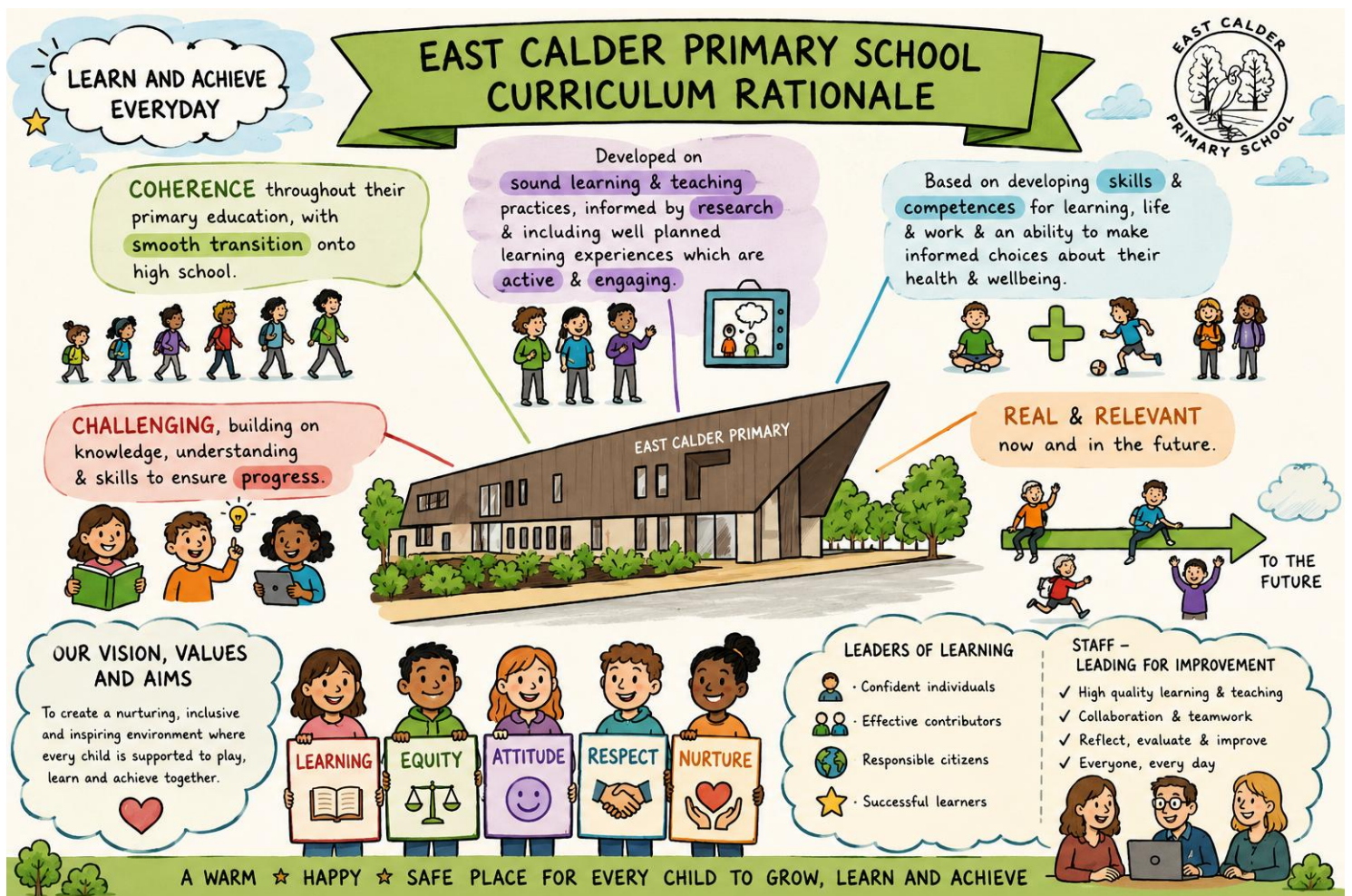
The Curriculum is, in short, all the learning experiences which your child will encounter during his/her time at school. *Curriculum for Excellence* strives to transform education in Scotland by providing an improved, more flexible and enriched curriculum for all young people aged 3-18. We offer pupils active learning experiences across the eight curriculum areas and four contexts for learning:

1. Literacy and Languages
2. Mathematics (Numeracy)
3. Health and well being
4. Expressive Arts
5. Sciences
6. Social studies
7. Technologies
8. Religious & Moral Education

Learning is divided into levels. The *Curriculum for Excellence* levels are as follows:

EARLY LEVEL the pre-school years and P1 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 AND FOURTH S1-S3, but earlier for some

At East Calder Primary School, learning is often **play-based and enquiry-led**, supporting children to develop independence, creativity and problem-solving skills through meaningful, hands-on experiences. This approach helps children build strong foundations for future learning and supports a smooth transition from nursery into school.



## Literacy and English

The Literacy and English framework at East Calder promotes the development of critical and creative thinking as well as competence in listening and talking, reading, writing and the personal, interpersonal and team-working skills which are important in life and in the world of work. The development of each child's language is pursued through an integrated programme of language work involving talking, listening, reading and writing.

Early reading material is based on the English language, progressing thereafter, through a graded reading programme. As the child pursues their reading through appropriate fiction and non-fiction material, they also learn skills of comprehension and reference to help them understand more of what they read and to assist them in looking for information. Alongside this they will develop the necessary skills of spelling, punctuation, language structure and handwriting, each at a level appropriate to the child's needs.

Writing will form an important part of this development and the child will start with simple stories and go on to different forms and genres of writing activities.

Much emphasis will be placed on listening and talking skills as our children progress through school.

### Modern Languages

In line with Scottish Government policy, our school has implemented a 1+2 approach to language learning. This approach ensures that every child has the opportunity to learn a modern language (known as L2) from P1. Additionally, each child is entitled to learn a second modern language (known as L3) from

P5 onwards.

East Calder's 1+2 approach is:

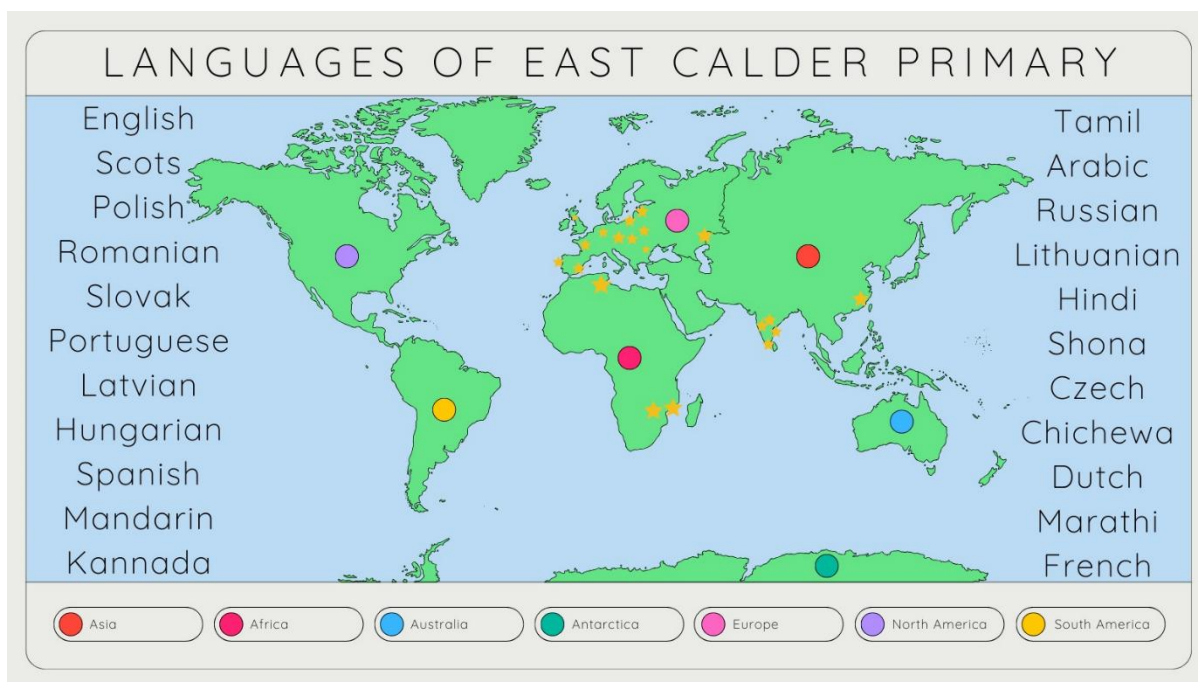
Language 2 (L2) **French** Language 3 (L3) **Spanish**

At early and at first levels, children will develop generic skills in their first language. These include taking part in conversations, developing listening, reading and writing skills and knowledge about language. All of these are relevant to learning other languages. Activities include playing games, singing songs, carrying out simple instructions, and playing with simple poetry and rhyme. In this way the children begin to be enthusiastic, confident language learners from the outset.

By the end of Primary 7, we work towards the majority of children learned the skills necessary to:

1. give a short presentation about themselves
2. take part in simple conversations and transactions
3. understand classroom instructions and personal information
4. enjoy listening to a story, song or poem
5. read aloud a simple text
6. read and understand a short text
7. write a few sentences about themselves and others.

Many of our children speak additional languages and we actively encourage them to share, use and teach their peers and school staff. We celebrate every learning opportunity and enjoy finding out more about other cultures.



The experiences and outcomes of *A Curriculum for Excellence* encourage learning and teaching approaches that challenge and stimulate children and young people and promote their enjoyment of mathematics. To achieve this, teachers in East Calder will use a skilful mix of approaches, including:

1. planned, active learning which provides opportunities to observe,
2. explore, investigate, experiment, play, discuss and reflect
3. modelling and scaffolding the development of mathematical thinking skills
4. learning collaboratively and independently
5. opportunities for discussion, communication and explanation of thinking
6. developing mental agility
7. using relevant contexts and experiences, familiar to young people
8. making links across the curriculum to show how mathematical concepts are applied in a wide range of contexts, such as those provided by science and social studies
9. using technology in appropriate and effective ways
10. building on the principles of Assessment is for Learning, ensuring that young people understand the purpose and relevance of what they are learning
11. developing problem-solving capabilities and critical thinking skills
12. concrete, pictorial and abstract (CPA) methodology

When planning lessons, the staff will use a variety of resources rather than focusing on a published scheme. In the infant stages work is clearly structured and concentrates on the development of number through practical activities.

It includes work on money, time, measure and shape. As the child progresses through school the work continues to be structured with a strong emphasis on basic number skills while integrating measure, shape, position and movement and information handling as appropriate.

### Mental Agility

In East Calder we use “*Number Talks*” as our main teaching method for mental agility. Classes participate in “*Number Talks*” sessions. Number Talks are short exercises aimed at building number sense. Number sense is the ability to play with numbers meaning children can visualize problem solving, perform calculations quickly, and are flexible in their mathematical strategy.

Children who have strong number sense solve problems in more than one way and check that their answers make sense. During a number talk, children are thinking, asking their peers questions, and explaining their own thinking all while the teacher records the thinking.

### Social Studies

Through Social Studies our pupils will develop their understanding of the world by learning about other people and their values, in different times, places and circumstances; they will also develop their understanding of their environment and of how it has been shaped. Our Social Studies programme is divided into three main areas:

**People, past events and societies**

**People, place and environment**

**People in society**

Our Social Studies topics are taught through an interdisciplinary approach helping pupils make connections between subjects. Visits to places of local interest and field studies are actively encouraged, carefully planned and thoroughly vetted as to their educational potential. Included in our Social Studies programme is Primary 7s annual visit to an outdoor residential centre.

### Health and Wellbeing

Our children's health and wellbeing is at the heart of our curriculum. All children are provided with opportunities to explore their feelings and emotions, to understand physical factors in relation to their health and to develop a sense of social responsibility. Promoting health and wellbeing at school is embedded in the variety of activities offered during the school day and in extra-curricular activities.

All classes enjoy two periods of PE per week; as well as additional activities on non PE days by jogging, running or playing for 15 minutes. Our whole school enjoy weekly outdoor learning as part of the experiences on offer. Sporting events and Sports day are very popular annual events in East Calder. The school has achieved its forth green eco school award and is actively seeking Silver Award re-accreditation for Rights Respecting Schools.

All children from P2-7 are members of active Pupil Hubs which meet regularly to take forward aspects of school improvement. Every child in East Calder self-reports termly on the eight wellbeing indicators.

Learner conversations and "trusted adult" conversations provide opportunities for our children to develop self-regulation, and feel happy and safe at school. P1-7 school assemblies highlight a wide range of wellbeing issues to empower and support all children.

### Expressive Arts

Learning in the Expressive Arts enables children to develop important skills within art, music, drama and dance. Children learn to be creative and express themselves in different ways, whilst building their confidence and self-esteem. At East Calder, pupils have opportunities to be involved in a range of activities and performances through assemblies, concerts, festivals, performances, art competitions and much more.

### Sciences

Through learning in the sciences our children will develop their interest in and understanding of the living, material and physical world. Our science programme allows the children to develop a curiosity and understanding of their environment, develop skills of enquiry and investigation using practical

techniques and recognise the impact the sciences make on their lives, the lives of others, the environment and on society.

Our curriculum also looks to engage and inspire children through STEAM - Science, Technology, the Arts, Engineering and Maths.

### Technologies

Learning in technologies allows our children to develop skills, knowledge, understanding and attributes through creative, practical and work-related activities across a range of areas. They will be able to use these skills in business, computing science, digital literacy, food, textiles, craft, design, engineering,

and graphics. Our school has achieved our Digital Schools Aware, as well as our Cyber Responsibility and Internet Safety Accreditation - both awards recognising the integral role technology plays within learning and teaching at our school.

### Religious and Moral Education

Includes exploring the world's major religions as well as views that are non-religious. Your child will think about their own beliefs and values. Children learn about Christian practice in worship and the place of Christian action in the community. Children will also study other world religions in line with national guidelines.

This part of the curriculum operates through class teaching, assemblies, outside visits and visitors to school.

Any parent who wishes to exercise their right to withdraw their child from religious education/observance should inform the Headteacher.

For further information regarding the curriculum at national level visit:

[Curriculum for Excellence information](#)

### How We Teach and Learn

At East Calder Primary School, we are committed to providing high-quality learning experiences which enable every child to succeed and achieve their full potential.

Our approach to learning and teaching is guided by Curriculum for Excellence and reflects our school values of *Learning and Achieving Every Day*.

What learning looks like in our school

- Active and engaging learning  
Children learn best when they are actively involved. Lessons include opportunities to explore, investigate, collaborate and discuss their thinking.
- Learning through play (Early Level)  
In Primary 1 (and beyond where appropriate), children learn through carefully planned play-based experiences which develop independence, creativity and problem-solving skills.
- Clear learning intentions and next steps  
Children are supported to understand what they are learning and why. Teachers provide regular feedback and help learners identify their next steps.
- Personalised support and challenge  
Learning is adapted to meet the needs of all children, ensuring appropriate challenge and support for every learner.
- Developing independence and learner voice  
Children are encouraged to take responsibility for their learning, make choices and share their views about their learning experiences.
- Assessment to support learning  
Teachers use a range of assessment approaches to track progress and plan next steps. This includes observation, discussion, written work and national assessments.
- Positive, nurturing relationships  
Strong relationships are at the heart of learning. We create a safe, supportive environment where children feel confident, respected and ready to learn.

We work in partnership with parents and carers to support children's learning and will share progress regularly through updates, conversations and reporting.



# THE EAST CALDER WAY

High-quality learning, every day, for every child.

Our Values: **LEARN**



At ECPS, we learn together in a way that is engaging, inspiring and built around **YOU**.

## Our Promise

We believe every child deserves high-quality, equitable and inspiring learning.

We use research, strong teaching and meaningful assessment to help everyone succeed.



## Our 7 Pedagogical Principles



**WORTHWHILE TASKS**  
Meaningful, challenging tasks that deepen understanding and connect to real life.



**APPLYING LEARNING**  
Opportunities to use knowledge and skills in different contexts.



**RICH CONVERSATION**  
Talking, listening and questioning to deepen thinking and build understanding.



**TEACHING THROUGH PLAY**  
Playful, hands-on learning that sparks curiosity, creativity and independence.



**CONCRETE & PICTORIAL REPRESENTATION**  
Using concrete objects and pictures to build understanding and support learning.



**DIFFERENTIATION & CHALLENGE**  
Learning that is adapted and challenging so every learner can succeed and grow.



**LISTENING TO THE LEARNER**  
We value learner voice and use it to shape teaching, learning and next steps.

Every lesson follows our 4-Part Lesson Structure

### 1 CONNECTION



We link our learning and make connections.



### 2 ACTIVATION



We activate what we already know.



### 3 DEMONSTRATION



We learn new ideas and see examples.

### 4 CONSOLIDATION



We practise, apply and strengthen our learning.



We start every lesson with our Linking Our Learning slide!



## ASSESSMENT FOR LEARNING

Assessment happens throughout our learning. It is informed by Building the Curriculum 5, professional judgement and learner voice.

It helps us know what we are doing well and what our next steps are.



## META-SKILLS

We grow our Meta-Skills every day to help us become adaptable, creative and future-ready.



## TEACHING THROUGH PLAY

Play helps us explore, be creative, solve problems and work together.

It builds our confidence, independence and curiosity!



## RICH CONVERSATION

We talk, listen and share our ideas.

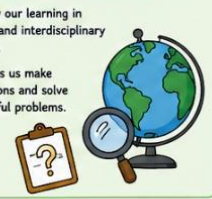
We explain our thinking, ask questions and learn from each other.



## REAL-LIFE LEARNING

We apply our learning in real-life and interdisciplinary contexts.

This helps us make connections and solve meaningful problems.



We are **LEARNERS**. We support each other. We celebrate progress. We aim high!

## Assessment and Reporting

Assessment is an integral part of the teaching process and your child will be continually assessed during their school career. The results of the assessment process allow teachers to form next steps in your child's learning.

In August 2017, The Scottish Government introduced SNSA - Scottish National Standardised Assessments for aspects of literacy and numeracy. Children in P1, P4 and P7 are assessed once a year in aspects of reading, writing and numeracy. These results form part of the overall assessment information about your child.

Your child's progress will be reported to you regularly so that you know how well your child is doing. We hold two Parents' Evenings each year for discussion with your child's teacher. These are held in autumn and spring. In addition, we will issue a written report in the summer term detailing your child's progress throughout the session.

1. ELC - this is recorded by staff in each child's individual **Seesaw** profile. Parents will be given a unique login to access this.
2. P1-3 - learners have an individual **Seesaw** profile and parents are given a unique login to access this.
3. P4-7 - pupils are using **OneNote** via their GLOW account to profile.

We would encourage parents to comment on their child's learning and share achievements from home.

As always, we welcome your feedback and will confirm our next steps after our pilot year.

## Support for Pupils

At East Calder Primary, we are all committed to *Getting it Right for every Child*. We recognise that all children need support in their learning at some stage. Some children need more support than others and this support comes from many sources. These can include, for instance, extra teacher-help, the use of a Visiting Specialist, access to our Small Group Setting and, with parental knowledge, advice from the Educational Psychologist or health professionals.

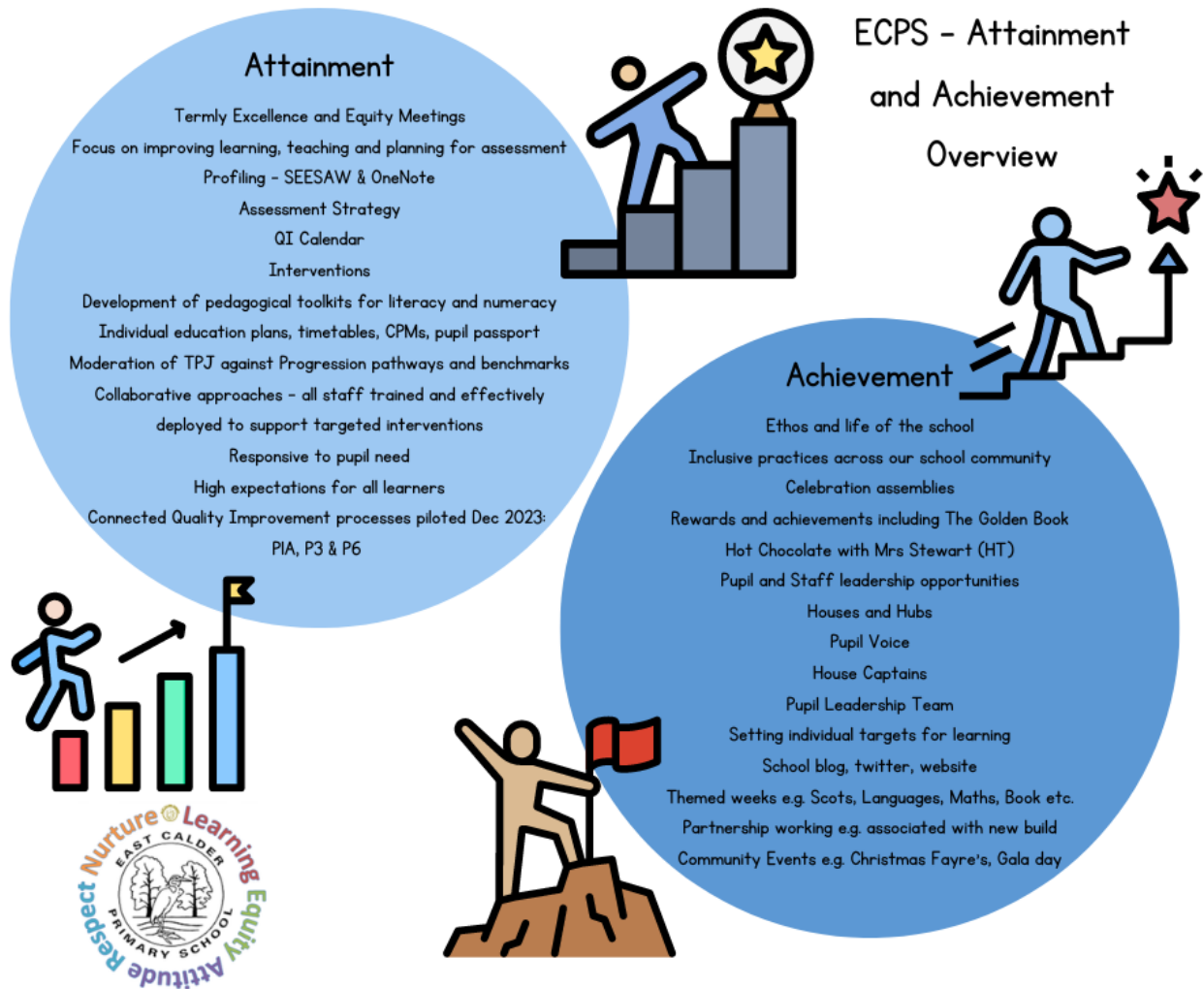
We also have a Support for Learning teacher whose role is to support or challenge any child, or groups of children, who may need assistance. This may be in literacy, numeracy or any other aspect of the curriculum.

If you feel that your child needs additional support, information and advice is available from us directly our Support for Learning teacher would be happy to hear from you to discuss any concerns that you may have.

The Parents' Guide to Additional Support for Learning is now available to download at

<http://enquire.org.uk/publications/parents-guide>

## Attainment and Achievement



## Attendance

Please help us develop in your child a regular habit of good time keeping. If circumstances arise when your child will be unavoidably late please provide a note of explanation.

In the event of illness please contact the school office by telephone on **01506 280199** on the first day of absence. If the absence is planned, as in the event of a family holiday, a letter of explanation should be sent prior to departure.

The Scottish Government has issued a directive informing local authorities that, due to the impact absences during term-time have on children's learning, any such absences will be recorded as unauthorised.

Family holidays should therefore be taken out-with term times. If, in exceptional circumstances, you wish to take your children out of school, you must make your request to Mrs Stewart (Headteacher) in writing.

Please refer to the Attendance at School Policy for further information:

<https://www.westlothian.gov.uk/article/32402/Education-Policies-and-Procedures>

### Home Learning

Home learning is the link between home and school and enables parents to see what can be achieved independently by their child as well as strengthening their partnership with the school. It provides the child with practice in skills already learned in school. Any home learning provided should already have been taught and should not prove too difficult to complete. P1-3 home learning is currently issued via Seesaw and P4-7 access their home learning via Microsoft Teams.

### Extra-Curricular Activities

We aim to provide a variety of free extra-curricular activities throughout the session, ranging from sports clubs to art clubs. Clubs are offered to different stages and are available at lunchtime and after school. Parents are given an overview of available activities at the start of each term.

### Instrumental Tuition

The Council has instructors for brass and strings. Instructors will assess children in P4 and P5 who have expressed an interest in learning to play an instrument. Successful children are given a place if one is available or placed on a waiting list. Parents are asked to sign a contract to ensure regular practice and proper care of the instrument. Our school has access to a weekly brass instructor and lessons are provided free of charge to pupils who take part.

## School Meals

<https://www.westlothian.gov.uk/school-meals-menu>

Pupils in Primary schools are offered a two course meal with a choice of main course, supplemented by salads and bread, and which meet the new Scottish Nutrient Guidelines for School Meals. Children will be issued with a copy of the menu termly. **All Primary 1- 5 pupils are entitled to a free school meal.**

A daily vegetarian option is available and special dietary requirements will be catered for. Please contact the school on 01506 280199, to discuss your child's requirements. Please also advise the school immediately should your child have any allergies.

Milk is available to purchase each term. Your child will receive a letter with all the relevant information at the beginning of each term.

Parents should use Ipayimpact, an online payment system, to pay for meals and excursions. Parents will be given a letter with all registration details.

## Free School Meals

Pupils with parents in receipt of either: Income Support Income-Based Jobseeker's Allowance Any Income Related element of Employment & Support Allowance Child Tax Credit (with no working tax credit) and whose annual income is £16,105 or less Working Tax Credit and whose annual income is £6,420 or less are entitled to a free mid-day meal.

**Free school milk:** All pupils of nursery schools and classes, all P1-7 pupils whose parents are in receipt of a qualifying benefit, are entitled to 0.25 litre of milk daily free of charge.

For further information please refer to the School Meals and Milk Policy: <http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/schmealsmilkpol>

## School Transport

West Lothian will provide transport assistance for all primary pupils living more than 1.5 miles from their designated school. Where appropriate, free travel is provided for pupils attending special schools or classes. Further information can be obtained from School Transport (telephone 01506

282322) or from the School Transport policy at <https://westlothian.gov.uk/schooltransport>

Parents who choose to send their children to a school out with their catchment area will be responsible for any extra travelling expenses incurred.

### School Clothing Grants

School Clothing Grants are available to parents in receipt of a qualifying benefit; application forms are available from the school or online.

Families in receipt of Income Support, Income-based Jobseekers' Allowance, Employment and Support Allowance - Income Related or Working Tax Credit (WTC) or Child Tax Credit (CTC) (with an annual income of £16,105 or less) can receive a clothing grant for each pupil of school age.

Families not in receipt of these specific benefits but experiencing financial hardship have the opportunity to access school and PE clothing by contacting the Headteacher directly.

For further information please refer to the School Clothing Grants Policy: <https://www.westlothian.gov.uk/schoolclothinggrants>

The school works closely with [The School Bank West Lothian](#) to provide brand new school uniform and equipment for children whose parents are experiencing any financial hardship. Please talk to us - we are always happy to help.

Help is also available from the West Lothian Council Advice Shop. <https://www.westlothian.gov.uk/advice-shop>

### Medication in Schools

Most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short-term; perhaps finishing prescribed medication. Others have medical conditions which, without help, could limit their access to education.

Parents have prime responsibility for their child's health and should provide schools with information about their child's medical condition.

Please tell the school if your child needs medication. Forms for children requiring medication during the school day are available from the school office or can be downloaded from [www.westlothian.gov.uk](http://www.westlothian.gov.uk)

### Child Protection Procedures

The safety of your child at school is a priority for the authority. All West Lothian schools follow the Lothian Child Protection guidelines. A copy can be found at [www.westlothian.gov.uk](http://www.westlothian.gov.uk)



### Use of Internet and Mobile Devices

Children access information and resources on local and worldwide networks as part of their studies. We teach children about internet safety and how to report any items that make them feel uncomfortable. Devices are provided in all classes for children to use. Children in P6 and P7 are given the opportunity to bring a device to school to support their learning. Children sign a contract at the beginning of a school year to confirm that they will use their device as agreed with their class teacher. Devices are stored securely in each classroom and not allowed to be used in the playground. This is called 'Bring Your Own Device'.

We ask parents to promote the responsible and safe use of the internet at home, including the use of social media if parents permit their

children to access it. Further information on safe use of the internet is available at <http://www.thinkuknow.co.uk>

### Emergency Arrangements

It is essential that the school has the name, address and telephone number of an adult to be contacted in case of an accident or if your child is feeling ill. Please ensure records are kept up to date by notifying the school of any change of contact details.

In the event of an early closure which is unplanned (e.g. school closure due to heating failure or severe weather) children will be sent home if parents are known to be at home. Otherwise they will be sent to the 'Emergency Contact.' The school uses a Group Call system to contact parents in such events.

### Security

The school has a security system which allows all doors to be locked once the children are in school. All visitors should report to the school office via the main entrance, sign in and collect a visitor's badge. It is extremely important for school security that no adult is on the premises unless they have signed in at the school office.

### Car Park

In the interest of safety, parents must **not** use the staff car park to access the school.

**We would strongly encourage parents to park in a safe parking space and walk their child across any roads.** Parents are asked to park with consideration for other vehicles, homeowners and pedestrians.

### Photography

West Lothian schools have a photography policy which is accordance with data protection and human rights legislation. Photographs taken for curricular, assessment, security, registration, training and development or travel reasons will not be used for any other purpose. All parents are asked to sign a consent form before any photographs are taken. If you have any concerns about photography, please tell the school.

## Data Sharing

On occasion, schools will make data available to partners and academic institutions to carry out research and statistical analysis. In addition, schools will provide our partners with information they need in order to fulfil their official responsibilities. The collection, transfer, processing and sharing of data is done in accordance with the Data Protection Act and General Data Protection Regulation compliance.

## Equality and Fairness

All pupils have the right to enjoy opportunities and activities, regardless of their background, race, gender or religion, so that they will be given the freedom to develop their full potential without constraint. Our aim is to promote self-esteem and a positive self-image in every pupil. Self-respect and respect for others is a priority. We treat children equally and offer the same opportunities to all pupils by offering a diverse curriculum, which addresses the needs and opinions of all. We aim to maintain an environment which is free from bullying, racism and other forms of discriminatory behaviour. We value your support in maintaining this ethos.

## Enrolment and Transition

West Lothian is divided into catchment areas for primary and secondary schools. The catchment areas for all West Lothian Council schools are available online at [www.westlothian.gov.uk](http://www.westlothian.gov.uk)

Each home address has a catchment non-denominational school and a catchment non-denominational (Roman Catholic) school, for both primary and secondary education.

Pupil Placement deals with all applications for pre-school, as well as for August (PI) and secondary (SI) intakes. Schools deal with applications for other stages and for PI after the pupils start school. To apply for a place, you must fill in an application form. You can get application forms from schools, libraries, Council Information Service offices and from Pupil Placement or can apply online at <https://westlothian.gov.uk/education>

To contact Pupil Placement e-mail [pupilplacement@westlothian.gov.uk](mailto:pupilplacement@westlothian.gov.uk) or phone 01056 280000.

## Nursery / Primary 1

Pupils attending their pre-school year in nursery will be involved in an early years' transition programme with opportunities to become more involved in school life and meet some of the school staff.

## Primary 7 Transition

East Calder Primary School is part of the West Calder High School cluster. The P7 transition programme begins early in the session to ensure a smooth transition to Secondary. P7 pupils attend a 2-day Transition event at WCHS in June to complete the transition programme. We work in partnership with our Secondary colleagues to support young people in their transition.

### **West Calder High School contact details:**

Headteacher: Mr Gerard Higgins

Limefield Lane,

West Calder

EH55 8BF

Tel: 01506 284950

Email: [wlwestcalder-hs@westlothian.org.uk](mailto:wlwestcalder-hs@westlothian.org.uk)



## Parent Council

All parents and carers will automatically be members of our parent body and will be entitled to have a say in what happens at the school. We have an active and supportive Parent Council and all parents are welcome to attend any of the meetings which are held termly.

The role of a Parent Council is to:

- support the school in its work with pupils
- represent the views of all parents
- encourage links between the school, parents, pupils, pre-school groups and their wider community
- report back to the parent forum

Parent council email address: [eastcalder\\_psc@hotmail.com](mailto:eastcalder_psc@hotmail.com)

East Calder Primary also welcomes parent helpers. If you wish to become involved in this, you will need to obtain a disclosure certificate through the PVG scheme. The PVG forms can be obtained from our school office.

Parentzone Scotland is a one-stop shop website for information and advice on education and learning in Scotland. The website continues to be updated and improved and can be accessed [here](#). Why not check out the website for ideas on how you can support your child's learning.

### Feedback, Concerns or Complaints

If you have feedback, concerns or complaints regarding the service you are receiving, these can be addressed by contacting the Headteacher in the first instance.

If you are dissatisfied with that response you should contact:

Education Services  
West Lothian Council  
West Lothian Civic Centre  
Howden South Road  
Livingston  
EH54 6FF  
Tel: 01506 281952

[Educationcustomerservices@westlothian.gov.uk](mailto:Educationcustomerservices@westlothian.gov.uk)

The Complaints Policy and Procedures for Education and Cultural Services is available in booklet form or can be downloaded from the web at: [www.westlothian.gov.uk](http://www.westlothian.gov.uk)

**Information is available in Braille, tape, large print and community languages.  
Please contact the Interpretation and Translation Service on 0131 242 8181.**

هذه المعلومات متوفرة بلغة بريل وعلى شريط وبخط كبير وبلغات الجالية.  
الرجاء الإتصال بخدمة الترجمة على الهاتف 0131 242 8181

এই তথ্য আপনি ব্রেইল, টেপ, বড় অক্ষরে এবং কমিউনিটির বিভিন্ন ভাষাগুলিতেও পাবেন। অনুগ্রহ করে ইন্টারপ্রিটেশন অ্যান্ড ট্রান্সলেশন সার্ভিসের সঙ্গে যোগাযোগ করুন। টেলি: 0131 242 8181

這份資料是可以凸字、錄音帶、大字印刷及社區語言的式本提供。請聯絡傳譯及翻譯服務部，電話：0131 242 8181

ਇਹ ਜਾਣਕਾਰੀ (ਬ੍ਰੇਲ) ਟੈਪੀਟ ਦੇ ਪਲਸਟਿਕ ਛਾਪੀ ਲਿਖੀ, ਟੇਪ, ਵੱਡੇ ਫਿੰਟ ਅਤੇ ਸਮਾਜ ਦੀਆਂ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿੱਚ ਉਪਲਬਧ ਹੈ।  
ਗਿਆਤ ਕਰਕੇ ਇੰਟਰਪ੍ਰੀਟੇਸ਼ਨ ਅਤੇ ਟਰਾਂਸਲੇਸ਼ਨ ਸਰਵਿਸ ਨੂੰ ਇਸ ਨੰਬਰ ਤੇ ਸੰਪਰਕ ਕਰੋ : 0131 242 8181

یہ معلومات بریل (اندھوں کے رسم الخط)، ٹیپ، بڑے حروف کی طباعت اور کمیونٹی میں بولی جانے والی زبانوں میں دستیاب ہے۔  
براہ مہربانی انٹرپرائٹنگ سروس سے ٹیلیفون نمبر 0131 242 8181 پر رابطہ قائم کریں۔