

CHIRNSIDE PRIMARY SCHOOL

School Handbook for Parents and Carers



SESSION 2017-18

Tel: 01890 818274



INFORMATION AND GUIDE FOR PARENTS ON OUR SCHOOL
AND THE CURRICULUM

Chirnside Primary School

Chirnside, Duns, Berwickshire

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Telephone: 01890 818274

Headteacher: Mr. Nicholas A Trussler

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Dear Parents and Carers,

Welcome to Chirnside Primary School.

We want to provide the best educational opportunities possible, for pupils, parents and staff at Chirnside Primary School.

On the 'Journey to Excellence', we strive to provide as broad a range of learning opportunities as possible to help develop our pupils, staff and parents to their fullest potential. We aim for everyone to be successful learners, confident individuals, effective contributors and responsible citizens by providing broad learning experiences, which challenge individuals and require them to apply knowledge and skills in meaningful learning contexts. To do this, we work closely with parents, our local and wider communities, other schools, visiting specialists and other agencies. Chirnside Primary School is a health promoting school working towards its 'Green Flag' Eco-School award.

This guide is intended to tell you something about the school, which I hope you and your children will feel part of. It sets out our curricular aims and also covers areas of interest and concern to parents - areas that are basic to the daily running of the school.

We hope that you find the information you are looking for in this guide. If not, you can contact us at school and ask us any questions you may have. Alternatively, why not drop in and visit us, and experience a warm Chirnside Primary School welcome?

This is your school. I hope the information given in this guide will help start a long and happy association with Chirnside Primary School.

Yours sincerely,

NA Trussler
Headteacher

Introduction

The school lies on the Duns to Berwick Road to the south of the village, commanding clear views across the Merse of Berwickshire towards the Cheviot Hills.

Inside the school, a former junior secondary, there are spacious teaching areas, a full sized gym hall, dining area, a library/music room, a curriculum kitchen and a sensory area. We are very proud of our school which is an A listed Art Deco building, much admired by everybody who visits the school.

Outside there are extensive grounds; at the back there is a very large grass area and the tarmacadam area at the front houses a full size netball pitch and other playground markings. As a result of a successful linked school and community bid to the People's Millions Lottery Fund, August 2008 saw the installation of an all weather pitch in the grounds which is shared with our community and surrounding area.



The primary stages covered are Primaries 1 to 7. There are seven Primary classes and two nursery classes. Pupils attend nursery for either 5 afternoons or 5 mornings for their pre school or ante pre school years. Information about the nursery is contained in a separate handbook.

There is also Berwickshire Support Centre in the school, which not only includes a full time provision for children with special needs, but also provides part time support in learning for children from other Berwickshire schools. This Centre, staff and children are very much an integral part of our school community.

A Breakfast Club and After School club, run by a parents' committee, are located in the school dining room.

School Vision:

To enable all our pupils to achieve their full potential

School Values

Wisdom: To value what is important in life, for you and others.

Justice: To treat others fairly and equally.

Compassion: To understand others' feelings and ideas.

Integrity: To demonstrate through actions towards others that you can be trusted

School Aims

- *To place children at the centre of all that we do*
- *To identify and rectify problems when children do not perform well*
- *To celebrate and reward achievement and excellence*
- *To involve parents fully in the life of the school and their own child's education*
- *To act as a focus for the community we serve*
- *To make the best use of all resources at our disposal*
- *To support, develop and value all our staff to better the learning opportunities we offer our pupils*
- *To ensure a positive ethos and climate of respect and trust, based upon shared values across our school community*



Chirnside Primary School Staff 2017-18

<u>MR. N TRUSSLER</u>	<u>HEAD TEACHER</u>
<u>MS. I HARVEY</u>	<u>PRINCIPAL TEACHER</u>
<u>MRS. C MILNE</u>	<u>CLASS TEACHER</u>
<u>MS. S MILNE</u>	<u>CLASS TEACHER</u>
<u>MR. S. BRODIE</u>	<u>CLASS TEACHER</u>
<u>MRS. C REAP</u>	<u>CLASS TEACHER</u>
<u>MRS. H MILLAR</u>	<u>P.E. SPECIALIST / RICCT COVER 0.8FTE MONDAY TO THURSDAY</u>
<u>MRS. C. SMITH</u>	<u>LEARNING SUPPORT 0.5FTE MONDAY, WEDNESDAY AND THURSDAY</u>
<u>MS. S. JOHNSON</u>	<u>PT MANAGEMENT CLASS COVER (THURSDAYS) / EY COVER (MONDAYS)</u>
<u>MRS. C LUGGET</u>	<u>SENIOR NURSERY NURSE</u>
<u>MRS. M DUNSE</u>	<u>NURSERY NURSE</u>
<u>MRS. P PURVIS</u>	<u>NURSERY NURSE</u>
<u>MRS L POWNER</u>	<u>NURSERY NURSE</u>
<u>MRS. S JOHNSON</u>	<u>CLASSROOM ASSISTANT (PRIMARY)</u>
<u>MS. G STRACHAN</u>	<u>ADDITIONAL NEEDS AUXILIARY (PRIMARY)</u>
<u>MRS. A ARMSTRONG</u>	<u>ADDITIONAL NEEDS AUXILIARY (PRIMARY)</u>
<u>MRS. M GREGORY</u>	<u>PRIMARY SCHOOL ADMINISTRATOR</u>
<u>MR. C ANDERSON</u>	<u>JANITOR - MONDAY TO THURSDAY AM</u>
<u>MRS. B PATERSON</u>	<u>CATERING MANAGER</u>
<u>MRS M WILSON</u>	<u>KITCHEN ASSISTANT</u>
<u>MRS. M COWE</u>	<u>KITCHEN ASSISTANT</u>
<u>MS. J LAWSON</u>	<u>KITCHEN ASSISTANT</u>
<u>MR. G KENNEDY</u>	<u>BRASS INSTRUCTOR</u>

Our Curriculum

The totality of experiences

The curriculum includes all of the experiences, which are planned for children and young people through their education, wherever they are being educated. These experiences are grouped into four categories:

Curriculum areas and subjects

The curriculum areas are the organisers for setting out the experiences and outcomes. Each area contributes to the four capacities. The eight curriculum areas are:

- Expressive arts
- Health and wellbeing
- Languages
- Mathematics
- Religious and moral education
- Sciences
- Social studies
- Technologies

Curriculum areas are not structures for timetabling: schools have the freedom to think imaginatively about how the experiences and outcomes might be organised and planned for in creative ways which encourage deep, sustained learning and which meet the needs of their children and young people.



Religious Observance – Scottish Borders Council have a Religious Observance in Schools policy (available on request). Parents who wish to exercise their right to withdraw their child from religious instruction and/or religious observance should contact the Head Teacher to arrange a meeting to discuss alternative arrangements for your child.

Interdisciplinary Learning

Interdisciplinary studies, based upon groupings of experiences and outcomes from within and across curriculum areas, can provide relevant, challenging and enjoyable learning experiences and stimulating contexts to meet the varied needs of children and young people.

Revisiting a concept or skill from different perspectives deepens understanding and can also make the curriculum more coherent and meaningful from the learner's point of view.

Interdisciplinary studies can also take advantage of opportunities to work with partners who are able to offer and support enriched learning experiences and opportunities for young people's wider involvement in society.

Effective interdisciplinary learning:

- Can take the form of individual one-off projects or longer courses of study
- Is planned around clear purposes
- Is based upon experiences and outcomes drawn from different curriculum areas or subjects within them
- Ensures progression in skills and in knowledge and understanding
- Can provide opportunities for mixed-stage learning which is interest-based

Ethos and life of the school

The starting point for learning is a positive ethos and climate of respect and trust based upon shared values across the school community, including parents of children and young people.

All members of our school community contribute through:

- Open, positive, supportive relationships where children and young people will feel that they are listened to
- Promoting a climate in which children and young people feel safe and secure
- Modelling behaviour which promotes effective learning and wellbeing within the school community
- Being sensitive and responsive to each child or young person's wellbeing

Children and young people are encouraged to contribute to the life and work of the school and, from the earliest stages, to exercise their responsibilities as members of our community.

This includes opportunities to participate responsibly in decision making, to contribute as leaders and role models, to offer support and service to others and to play an active part in putting the values of the school community into practice.

Opportunities for personal achievement

Pupils are provided with opportunities for achievements both in the classroom and beyond, giving them a sense of satisfaction and building motivation, resilience and confidence.

Added to this, because children learn through all of their experiences - in the family and community, pre-school centre, nursery and school - our curriculum aims to recognise and complement the contributions that these experiences can make.

What does teaching and learning look like at Chirnside Primary School?

The Scottish Government's lifelong learning strategy aims to ensure that everyone develops the attributes, knowledge and skills they will need for life, learning and work.



The curriculum is all the experiences that are planned for learners to support the development of these skills.

The Primary school of today operates in a very fast changing society. Looking at how we prepare children for the 21st century and beyond has resulted in the Scottish Government taking a fresh look at the Scottish Curriculum. The need to do this was also highlighted in the results of a national education debate. As result of this, we are implementing curricular changes under “A Curriculum for Excellence”. Our curriculum developments will build on our present curriculum, so that the educational experiences your child has will:

- Provide challenge and enjoyment
- Provide a breadth of experiences
- Ensure progression in learning through coherent and relevant learning opportunities
- Provide a depth of experience to apply new learning to different contexts
- Provide pupils with opportunities for personalisation and choice related to their learning, interests and abilities

At Chirnside Primary School we are engaged with and committed to the principles of Curriculum for Excellence. We are continually moving forward to develop pupils as successful learners, effective contributors, responsible citizens and confident individuals.

We recognize that effective teaching and learning is central to developing these four capacities within pupils. We are developing and evaluating a number of different teaching approaches in our classrooms, including Co-operative Learning, Interdisciplinary Learning and ‘Assessment is for Learning’.

In delivering the curriculum we are guided by the following important principles:

- The planned curriculum is always delivered at a pace suitable to the child's needs and abilities. We monitor progress closely to watch out for times when this pace has to be quickened or slowed.
- First hand experiences are necessary to help children come to understand the world around them and such experiences give point and purpose to all activities within the school
- Children learn best when they are actively involved in what they are doing
- Interactive teaching strategies, where the child is highly involved in discussion and interaction during learning and teaching, allows more meaningful learning to take place
- Co-operative working, where children learn together and from each other in pairs and small groups, is key to good learning

A full list of curriculum policies and school procedures, along with further information regarding school performance can be found on the school website at www.chirnside.weebly.com

Building a 'Curriculum for Excellence' at Chirnside Primary School

Scotland's curriculum for 3-18 is designed to provide young people with the knowledge, skills and attributes they need for learning, life and work in the 21st century.

'Curriculum for Excellence' aims to achieve a transformation in education in Scotland by providing a coherent, more flexible and enriched curriculum from 3 to 18.

The knowledge, skills and attributes learners will develop will allow them to demonstrate four key capacities – to be successful learners, confident individuals, responsible citizens and effective contributors. The curriculum at Chirnside Primary School is being designed to reflect this:

Developing the four capacities

The experiences and outcomes are a set of statements that describe the expectations for learning and progression for each of the eight curriculum areas.

The title 'experiences and outcomes' recognises the importance of the quality and nature of the learning experience in developing attributes and capabilities and in achieving active engagement, motivation and depth of learning. An 'outcome' represents what is to be achieved.

The 'experiences and outcomes' for each curriculum area build in the attributes and capabilities, which support the development of the four capacities. This means that, taken together across curriculum areas, the experiences and outcomes contribute to the attributes and capabilities leading to the four capacities.

Planning learning experiences and positive outcomes

The experiences and outcomes are an essential component of Scotland's new curriculum and apply wherever learning is planned. Experiences signpost progression in learning and set challenging standards that will equip young people to meet the challenges of the 21st century.

The title 'experiences and outcomes' recognises the importance of the quality and nature of the learning experience in developing attributes and capabilities and in achieving active engagement, motivation and depth of learning. An outcome represents what is to be achieved.

The experiences and outcomes are used both to assess progress in learning and to plan next steps.

Assessment and Record Keeping

Assessment of pupils' progress is taking place all the time.

Assessment within the school is aimed at:

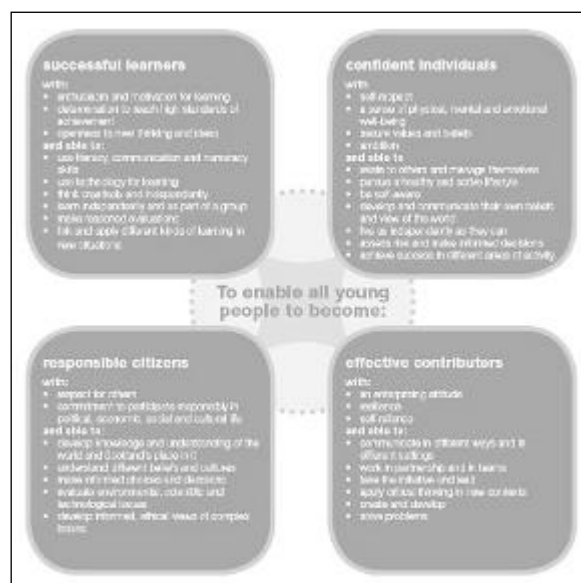
- Supplying the pupil and his/her parents with information about his/her progress.
- Providing signposts for the direction of the next steps of learning.
- Monitoring the school's success in achieving its educational aims.
- Helping children to monitor their own progress.

We assess your children in different ways. We are fully engaged in the national assessment programme called Assessment for Learning. The underlying principles of this programme say that children learn best when:

- They know what they are going to learn
- They know what they have to do to become successful learners
- Teachers feedback meaningfully about their work
- They know what they have to do to take their learning forward
- They discuss their learning with other pupils and their teachers, auxiliaries and parents

Our formative assessment is backed up by summative assessment (planned assessments at the end of different stages of learning). These summative approaches will include National Assessments at P1, P4 and P7 stages from August 2017.

For pupils in Primaries 2-7 screening in Reading and Spelling takes place annually.



Informing Parents on Progress

Parents' Evenings to discuss your child(ren)'s progress will take place in November and March of each school session. These are the formal plans for consultation, but of course, informal consultations can happen at any time by making an appointment to see the teacher or Mr. Trussler. Please make the appointment through the school office so we can guarantee the teacher is free and has time to see you. If you have any concern about your child(ren)'s progress, please contact the school immediately.

Regular opportunities for parents to view their child's learning journey document are provided during the school year, usually at the end of a block of learning. Parents are encouraged to add examples of their child's successes and achievements out with school to the learning journey document at this time.

Additional Support for Learning

At any point in their lives children or young people may need extra help with their education. This may be for any reason and at any time. This is often referred to as additional support for learning or having additional support needs. Some examples of why a child/young person may require extra help with their education are:

- Bereavement or family illness
- Problems at home
- Bullying
- Being particularly gifted or able
- An illness, disability or sensory impairment
- Having English as an Additional Language

A child/young person's needs may last for a short time, and the problem may be resolved easily or, their needs might be very complex, and they may require additional support for a number of years.

If you feel that your child needs additional support for learning, the first person to speak to is your child's teacher. You have the right to request an assessment of your child. Within our school we operate a model of staged intervention where support is provided in varied ways to meet individual needs. Our approach to assessment ensures that the needs of children and young people are recognised and appropriate support can be provided.

Parents/carers are always involved in making decisions about their child's education and we will always ask your permission before any specific referrals are made. While your child is receiving support, we will regularly review your child's progress.

At times, parents/carers and schools may come into dispute. While we would always hope that difficulties could be resolved at the school level we recognise that parents or young people may wish to formalise their concerns. To assist with this we have a complaints procedure and also offer independent mediation and adjudication. It is also possible under certain circumstances to refer the case to the Additional Support Needs Tribunal for Scotland.

The statutory framework for Additional Support for Learning is the Education [Additional Support For Learning] [Scotland] Acts 2004 and 2009.

For more information, you can contact:

(a) Enquire, the Scottish advice service for Additional Support for Learning. They have a wealth of information, including practical guides and fact sheets for both parents/carers and young people. You can find the website at www.enquire.org.uk, or ring them on 0345 123 2303.

(b) Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576; www.siaa.org.uk

(c) Scottish Child Law Centre, a charitable body registered in Scotland under registration number SC01274. www.sclc.org.uk



Learning Communities

We are part of the Berwickshire Learning Cluster made up of The Berwickshire High School and its cluster Primary Schools (Duns, Coldstream, Swinton, Greenlaw and Chirnside).

Through this Learning Community more decisions about our curriculum, learning and teaching and other aspects affecting school life will be made at local level. All staff within this community will work in partnership to continue to improve teaching and learning across the Learning Community.

Children and Young Peoples' Support Services

Some children need additional care and support at school because of a disability or learning difficulty such as autism, dyspraxia, or Down's Syndrome. They may have a minor temporary condition, for example, a speech impediment or a physical condition such as Cystic Fibrosis. Services in schools for children with additional needs and services for children and families who need care and support outside school are provided by CYPSS based in five localities across Scottish Borders Council. We work closely with colleagues in Social Work, Police and Health to provide support to pupils and their families when required. CYPSS for Berwickshire is located in Duns and can be contacted on 01361 886115.

Educational Psychology

The school may advise that a child should be referred to the educational psychologist. The Scottish Borders Council Educational Psychology Service supports all schools in the region. Ms. Gillian Gibson, Educational Psychologist, has responsibility for Chirnside Primary. Before any referral can take place, the Headteacher will contact the parents to discuss the matter fully. The main purpose of any referral is to gain more information about the reasons for a learning difficulty so that a suitable learning programme can be devised. Ms. Gibson is also available to Mr. Trussler to discuss any pupil with additional needs in an informal way.

General Information for Parents

The School Day 2017-18

Monday to Thursday:

Curriculum Time 8.50 am - 10.30 am
Play Time 10.30 am - 10.45 am
Curriculum Time 10.45 am - 12.20 am
Lunch Time 12.20 am - 1.05 pm
Curriculum Time 1.05 pm - 3.20 pm

Friday:

Curriculum Time 8.50 am - 10.20 am
Brunch 10.20 am - 10.50 am
Curriculum Time 10.50 am - 12.20 am

Admission

Parents considering enrolling a child should contact the school for an appointment to see round the school and discuss the education offered by the school. Mr. Trussler would welcome spending time with you to show you and your child / children round the school and answer any questions you may have.

Policy throughout the region is that pupils accepted at enrolment must reach the age of five by 28th February of the following year. Parents of children due to be admitted to school will be contacted through the Nursery concerning a date for enrolment of children.

Sometime during the summer term there will be an informal meeting with the school staff for parents of new entrants. This will provide an opportunity for parents to meet the Head Teacher and the class teacher, and to see the classroom, before the children come to school.





The Primary 1 teacher visits the nursery on a fortnightly basis, to meet children who will be entering P1 here, and the children themselves are taken in small groups from the nursery along to the infant classroom, so that they are familiar with the teacher, the classroom and other children in the infant class before they start school. They also meet their P7 buddies who will support them through their Primary 1 year. As the Nursery is within the school building, transition to Primary 1 is usually a smooth event for all.

‘Moving Up in June’

At the end of each school session, we provide an opportunity for pupils to ‘move up’ for an afternoon to their class for the following session. This provides an

opportunity for pupils to meet their class teacher for the next session prior to the summer holidays.

We have found this to be beneficial to pupils in terms of alleviating any anxieties they may have about leaving their current teacher and moving on, whilst also providing an opportunity for the receiving teacher to meet their class and become familiar with pupils.

Attendance

Pupils are expected to attend school regularly and punctually. Regular attendance is vital to a child's progress. The Head Teacher checks attendance for all children monthly and parents will be contacted to discuss any worrying patterns of absence that occur.

We now operate a system called, “Group Call”, which is a very useful system used to get in touch with parents quickly through telephone or text message. One of its main uses is to check if a child has not arrived in school to ensure they are safely at home. **We therefore require you to phone the school before 9.00 a.m., if your child is ill or not attending school for any other reason.** We also need to know when your child is likely to return. If this is difficult to predict please keep in touch with the school on a daily basis. If we find a child is not in their class by 9.00 am you will be phoned to confirm where your child is. **We ask all parents and carers to ensure that the school is updated immediately with any changes to your contact address or telephone numbers.**



Details of authorised / unauthorised absences for Chirnside Primary School are contained in Appendix C.

In cases of absence due to vomiting or diarrhea, we ask parents not to return their child to school until 48 hours have passed since the last occurrence. These precautionary measures are from NHS guidance in a bid to stop the spread of infection further.

All absences for holidays taken within term time will be marked as unauthorised. Even although this is the case, if you are taking a holiday in term time I would appreciate your request for holiday absence in writing.

Buddies

Primary 7 pupils ‘buddy’ new Primary 1 pupils for the initial weeks of the new school year. The purpose of

this project is to offer our younger pupils guidance and support in establishing school routines and independence. It also provides an opportunity for our senior pupils to develop and demonstrate leadership and responsibility.

Tasks usually focus on break and lunch times, where senior Primary 7 pupils assist their buddies in shoe changing, putting on coats, encouraging positive play in the playground, routines in the lunch hall and accompanying them to our weekly assemblies.

Continuing Education

Children normally transfer to Berwickshire High School at the end of Primary 7. From March in the year prior to transfer, guidance staff visit to speak to staff and pupils. Parents are invited to The Berwickshire High School in June to learn more about the school. Parents are invited on the evening of the first Induction Day. The children also spend two days in High School in June. Pupils follow a 'normal timetable' on both days and get to wear their new BHS uniform on the second of the two days. Liaison between Primary School and High School is continually being improved and the outcome can only benefit the child by making his/her transfer as easy and enjoyable as possible.

Communicating with the school

The school office hours are 9.00am to 1.00pm and 1.30pm to 3.00pm Monday to Friday.

Although there will be someone in the office to take phone calls, no one should come to the office for other matters until 8.50am when Mrs. Gregory will commence her daily duties. We are very willing to pass messages on to your children in an emergency and children can phone home if necessary or we will make a phone call on their behalf.

Children are not allowed to have mobile phones in school at any time.

We send a monthly newsletter called "Chirnside Chat" home about school news and events. Letters are usually given to the oldest child in a family unless a letter is just for specific classes. Letters are also sent home to give permission for children to take part in events out of school.

Parent Complaints

If something goes wrong or you are dissatisfied with our services, please tell us and we will do our best to put things right. We deal with all complaints in accordance with the Scottish Borders Council complaints handling procedure.

This can be found on the Council website: www.scotborder.gov.uk.

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 a senior member of staff (the Head Teacher or Principal Teacher) or indeed any member of staff.* You can also make a complaint via the complaints form on the council website www.scotborders.gov.uk.

If we are unable to resolve your complaint, or if you believe your complaint requires formal investigation, you may make your complaint directly to the Education and Lifelong Learning Department at Scottish Borders Council. Again this may be done in a variety of ways:

- in person at a Scottish Borders Council customer services office
- by phoning the Council on 01835 824000
- by letter to the Complaints Officer, Education and Lifelong Learning, Scottish Borders Council, Council Headquarters, Newtown St Boswells TD6 0SA
- by email to schoolsservicesadmin@scotborders.gov.uk
- via the complaints form on the council website www.scotborders.gov.uk.

Parent Appointments with Class Teachers

If you have any questions or queries regarding your child's learning, you are encouraged in the first instance to make an appointment with your child's class teacher for the end of the school day. This appointment can be made through the school office.

We have two parent information evening sessions per school year (November and March) which allows you to meet with your child's teacher for an in depth discussion about your child's learning and progress. Appointment times are sent out in advance.

Mr. Trussler is usually available to see parents whenever required. It is better to make an appointment to see him so that your time with him will not be interrupted.

If Mr. Trussler is out of school Mr. Brodie, Depute Head Teacher, will be in charge of the school and can see parents instead.

Damage to school property or materials

Children are expected to pay, usually in full, the cost of any damage which they cause to the school property, equipment or books, except where it can be shown to be an accident (e.g. not breaking a school rule). They will also



be expected to pay for the replacement of any books or equipment lost or damaged by them.

Dental Care

The dentist visits the school from time to time and will carry out routine screening and give any treatment which might be required. Parents are required to give their consent before any treatment can be given.

Discipline

The school operates a whole school Positive Discipline Programme.

The whole system is based on creating a positive school environment within a structured framework of discipline, which is fair, equal and consistent. This is an essential part of our aim to be a high achieving school where each child reaches his/her maximum potential in all areas of learning. Much the success of this plan relies on your support. Parents are the most important people in children's lives. Children learn more effectively if parents are supportive of what happens in school.

Further information is contained in our 'Behaviour Management Policy', a copy of which is available to parents on request.



Health and Safety

The Health and Safety at Work Act 1974 applies to Chirnside 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. A new modern fire alarm system has just been installed in the school. In the interests of safety, vehicular access to the school playground is not allowed during school hours.

Our school is fitted with a security system that is in place at all times. All access to the school is through our secure entry process found at the main door. Children are instructed not to let anyone in to school so parents should not expect pupils to let them in, even if they are known to them.

It is expected that pupils will behave responsibly and comply with all safety requirements. The support of parents in promoting good practice in matters of health and safety is of importance to the school.

Accidents / Illness in School

Minor injuries such as bruises or abrasions, are treated in school by the staff. Where professional medical treatment is considered necessary, or where a child is thought to be unfit to continue the school day, parents will be informed immediately.

School staff are unable to administer any non-prescribed medicines i.e. creams, lotions, paracetamol or linctus. Prescribed medicines can be administered by school staff but only on completion of form MED 1, which can be obtained from the school office at any time. Any medicines sent to school with a child who does not have a completed form MED 1 cannot be administered.



Administration of medicines

Pupil's requiring prescribed medicines to be administered by staff during the school day **should not be sent to school with the medication.**

We ask parents to complete an 'Administration of Medicines' consent form at the school office, and to hand the medication to our office staff. A log of administration of medicines will be kept for each child, with medication securely stored in the school office.

In the first instance, we encourage parents to administer medication prior to the beginning of the school day. If



medication is required during the school day we appreciate parents visiting school to administer themselves, as this provides reassurance for your child.

Fire Precautions

There are at least two fire exit doors for all areas within the school. Fire drill notices and fire exit plans are displayed throughout the school. All staff, children and visitors are made aware of what to do in the event of a fire or fire drill. Fire drills are held at least once a term. It usually takes around two minutes to clear the school.

Getting it Right for Every Child

The Getting It Right For Every Child (GIRFEC) is the National approach ensures that anyone providing support puts your child at the centre. Practitioners work together to support you and your child and where appropriate, take early action at the first signs of any difficulty. This means working across organisational boundaries and putting your child and you at the heart of decision making, giving 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 being 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 have to be fully implemented by 1 August 2016. The multi-agency approach of the Scottish Borders is to phase in this implementation. If you would like any further information please ask your child's Head Teacher.

Health Care

Since August 2002, routine school entrant medicals no longer take place.

In order to better support children, the Community Paediatric school medical staff will make appointments to see children with their parents, who are known to the Department from pre-school, who have medical needs shown on their school enrolment form, or who may have any developmental / emotional needs indicated by the nursery / primary transition record or the Primary 1 screening.

All parents will be sent the School Health Service questionnaire, which includes a section giving permission for monitoring, by the School Nurse in Primary 1, and through the school years for monitoring of their child's growth and vision. Also permission to discuss medical issues with school staff, and which might have a bearing on the child's education, such as hearing difficulty or eyesight problems may be sought. Parents are welcome to contact the Community Paediatric Service at any time about their child's development or health, within the school setting. The number is 01896-826000 and our contact is Dr J Young.

The School Nurse works very closely with the school and will be glad to answer any questions or give support. The School Office can pass on any message to Nurse Fraser who will make an appointment to see you.



Hearing / Sight

All new entrants are screened in their first term to ensure no hearing defects go undetected. Further examinations are held at various stages of the child's school life.

Homework

Homework is given throughout the school in reading, spelling and mathematics and other curricular areas. Additional homework may be given if a pupil has been absent or has not completed his/her work in school.

Once every term Primary 5-7 pupils are involved in a Pupil's/Parent's Partnership project in relation to their studies.

We review homework tasks on a yearly basis and at the start of each session parents will be issued with a booklet outlining what homework should be done and the part parents have to play in the process. Using this booklet to support your child's homework is very important.

Lost Property

There is a lost property box in the school entrance. This facility is organised by parents, who regularly review contents and find owners of lost items. Parents are encouraged to check the Lost Property box if their child has mislaid any items in school. If unsuccessful, any lost property should be reported to your child's class teacher or to our janitors. Losses can be minimised by:

- Labeling articles of clothing, shoes, wellingtons, pencil cases, etc.
- Ensuring that no money or other valuables are brought to school unless absolutely necessary.

Mobile phone use by pupils

Mobile phones should also be left at home as parents can communicate messages to their child by way of a telephone call to the school office. If there is a need to bring a mobile phone to school for after school activities then pupils will hand their phone to their class teacher for safe keeping and the phone will be returned at the end of the school day.

Parental Involvement

We believe there should be a partnership between parents and teachers. You are the biggest influence on your child's life. It is essential that we should be working together to give your child a good start in life.

We encourage parents to become involved in school life on a number of different levels and we hope that you will feel able to join us in some capacity. We do our best to keep you informed by letter/newsletter about what is happening in school. Parent/teacher consultations are held twice a year, in the autumn and spring terms. All new parents are invited to a meeting the term before their child begins school.

At Chirnside we have an "open door" policy towards parents, so that if you have any worries about your children you can let us know, so that we can help to support you and attempt to solve any problems. If the matter is urgent or needs a minimum amount of time please see the Headteacher immediately. If you wish a longer discussion, please telephone for an appointment, so that a mutually convenient time can be made available.



Parent Volunteers

We are very keen to have parents involved with our school and we would appreciate any parent or carer who can offer to help. All kinds of help are useful, as outlined below.

How parents can help:

- Helping with reading (especially in P1 and P2)
- Accompanying classes on outings
- Mounting pictures
- Playing board games with children
- Sharing your special skills with pupils
- Cooking and helping in practical classes e.g. technology
- Helping with our lunch time or after school clubs
- Being a member of The Friends of Chirnside School
- Sharing your skills and interests

Parent who help on a regular basis require a PVG Disclosure. Scottish Borders Council will meet the costs of this. If

you are interested in becoming a parent volunteer, please contact Mr. Trussler in the first instance to discuss the opportunities available. We will then be able to request the appropriate PVG documentation for you. Once PVG checks are complete, parents are then able to help in school on a regular basis. Please ask for a copy of our **Volunteers Policy** for your information.

Parent Forum and Parent Council

The Parental Involvement Act recognises that, as a parent, you have a vital role to play in your child's education. As a parent you are now automatically a member of the Parent Forum at Chirnside School. The Parent Council body, "The Friends of Chirnside School", has been in place representing all parents' and pupils' interests since September 2007. "The Friends of Chirnside School" meet at least every term, and the Head Teacher finds the support of this group very valuable.

Minutes of their meetings will be always posted on the school notice board.

"The Friends of Chirnside School" wish to build on the success of previous years. We welcome all parents to Parent Council meetings and to the AGM to be held in late September / early October where the new council will be elected.

Our Parent Council has a section on the school website (www.chirnside.scotborders.sch.uk/) and their own Facebook page.



Pupil Learning Council

Each school session, we elect a pupil learning council with two representatives from each class P4-P7. These pupils represent their own class and a buddy class as follows:

- P7 and P1 buddy class
- P6 and P2 buddy class
- P5 and P3 buddy class
- P4

The purpose of the Pupil learning Council is:

- To represent the views of all pupils and make learning the best it can be.

The Pupil Learning Council has regular meetings to discuss and plan improvements in learning for all pupils.

Ready to learn

We encourage pupils to come to school 'ready to learn' by bringing basic learning tools (pencils, sharpener, rubber etc), a water bottle filled with fresh water, completed homework tasks etc. By encouraging pupils to be responsible towards their learning, they grow in independence and responsibility and are able to show that they value their own and others' possessions. We appreciate the support of parents in ensuring that their child comes to school 'ready to learn' each day.

We ask that parents ensure that their child's expensive items and electronic possessions are left at home, to avoid accidental damage or loss.

Reduction in class contact time (RICCT)

As part of the last national teachers' agreement, teachers are currently entitled to 2.5 hours non-class contact time each week. Mrs. Millar, providing all primary classes with 2.5 hours of high quality physical activity, covers this reduction in class contact time.

School Nurse

Katrina Fairbairn – 018907 50363 or 07795400497
Public Health Nurse for Schools

Sandra Dewar – 01361 883373 or 07969458641
Staff Nurse



Working at - Eyemouth, Coldingham, Co-path, Reston, Ayton, Duns, Chirnside, Swinton and Greenlaw primaries and Eyemouth High School

We work closely with teaching staff and head teachers – to address any health issues & contribute to health topics in class.

Around Christmas/January – Primary 1 parents are sent a questionnaire about their child's health and development and any concerns parents have - this should be completed and signed to give consent for us to see them for general assessment of height, weight and eye test if not done prior to school as well as checking immunisations are up to date. If concerns are raised by parents or school, we or the school will discuss these with parents and agree to refer to a specialised service such as paediatrics.

Sometimes it is necessary to continue to see a child through school for various health reasons including regular assessment of growth. In P7 a further questionnaire is sent to parents and any concerns can be raised and again we would see your child or discuss with you next steps.

To contact us you can leave a message at the primary school office or phone us on the numbers above.

We look forward to welcoming your child into primary 1.

School Meals

School meals are available at the cost of £2.10 for a two-course meal with the choice of three dishes. Meals are prepared in the School Canteen.

Over half of our pupils often take advantage of this facility. Children not having school lunches can bring a packed lunch. All lunches are eaten in our dining room. Lunchtime is seen to be a social occasion where children sit down and enjoy being with each other.

Free meals are available, provided an application is made to Scottish Borders Council and permission is granted. Application forms for free school meals are available from the school office.

All Primary 1, Primary 2 and Primary 3 pupils are entitled to a free school meal as part of the Scottish Government Initiative.

All school meals should be ordered online through 'Parent Pay'. More information regarding this facility can be found at the school office.



Speech and Language Therapy

Our speech therapist visits the school when required. SaLT are usually alerted to any problems by the teacher or parent. If a member of staff identifies a need, parental consent must be given before any referral to speech therapy and a referral form is put forward to the Speech and Language Service.

Transport

Scottish Borders Council provides transport for children under eight years of age and living more than two miles away from the school and for older children living more than three miles away from the school. Children not entitled to transport, but who live along the bus route, may be granted a privilege lift providing there are seats available. The Council if necessary may withdraw such lifts.

Detailed information on transport is available in a booklet provided by Scottish Borders Council. The School's Transport Officer, can also give helpful advice and can be contacted at Scottish Borders Council Headquarters.

As winter approaches parents of children are required to give details of emergency arrangements if the school has to close early. Annual emergency transport details are sent out to parents and parents should inform school of changes at any time during the year. It should be noted that the school always ensures that parents or your emergency contact are there before children are sent home. If contact cannot be made, a member of staff will supervise the children in school.



Cycling and Scooting to School

Children who cycle or scooter to school do so with the consent of their parents. We actively encourage parents to ensure that their child wears a cycle helmet whilst cycling or scooting to school. Cycles and scooters can be stored in the bike shed in the front playground.

Pupils should push bicycles and scooters whilst using the pedestrian path at the side of the school in the interests of

pedestrians' safety.

Parent Parking

Parents who choose to collect their child by car are asked to 'Park and Stride' from the village and avoid parking on the busy main road outside the school.

Nursery and Primary 1 parents are asked to use the Parish Church car park for this purpose. Parents of older pupils are requested to park responsibly on the Crosshill or use the car park at Southview, opposite the Community Centre.

Parents can 'drop off' pupils prior to 9am in the 'D' area at the front of the school. Parents should not park and leave vehicles unattended in the 'D' at any time.

Only school transport pupils will use the 'D' at 3pm. All other pupils will leave the school grounds by the exit gate at the cemetery path.

Uniform

The official school colours are navy and gold.

School sweatshirts, polo shirts and fleeces with embroidered school logo are also available and can be ordered from the school office.

It is expected that, at all official school functions, a white shirt and school tie should be worn. It is not necessary, unless parents wish to do so, to buy a tie as children can borrow one from the school office if required.

On a daily basis it is expected that children dress sensibly and neatly for school. It is strongly recommended that inappropriate clothing and jewellery should not be worn.

Children should wear shorts and T-shirt for all P.E. activities shirts worn in school should not show any advertising for alcohol.. As P.E. or Movement activities take place more than once a week, it would be useful if P.E. kits could remain in school, taking them home for washing at appropriate times.

Each child should have a painting / craft smock e.g. old shirt, apron.

Recommended uniform is as follows:

Boys **Trousers- black or grey; Shirt - white or navy; Pullover/Sweatshirt (P1-6) - navy**

Girls **Skirt - navy, grey or black; Blouse - white or navy; Pullover/Cardigan/Sweatshirt - navy**

Primary 7 pupils should purchase a 'Senior Pupil' sweatshirt in an alternative colour for their senior year..

All children's school clothing should be clearly named so that it can be easily identified if mislaid. Please help with this.

Clothing Exchange

We have a large amount of excellent quality second hand uniform which can be exchanged 'like for like' or purchased for a £1 donation per item through our 'Clothing Exchange'.

The Exchange is open on the first Tuesday of every month from 2:45 to 3:15pm. The exchange is a project run by parent volunteers for the benefit of other parents and our pupils. We are always on the look out for items of good quality second hand uniform. Washed and clean donations can be made in the box in the main entrance foyer. If you are interested in helping to run the exchange on a rota basis, please contact the school office for more information.



Help with clothing costs

If you need help, write to:

Director of Children and Young Peoples Services, Council Headquarters, Newtown St Boswells, Melrose TD6 0SA

Forms are available from the school office.

Useful Numbers

Chirnside Primary School Office	01890-818274
Chirnside Primary School Nursery	01890-818351
Medical Practice	01890-818253
Berwickshire High School	01361-883710

Scottish Borders Council

Council Headquarters Newtown St. Boswells Melrose TD6 0SA

Tel: 0300 100 1800

Email: enquiries@scotborders.gov.uk

*If you have suggestions for amendments in future editions, please contact the Head Teacher directly or email nick.trussler@scotborders.gov.uk

School term dates for 2017/18

Autumn term

- Monday 14 Aug 2017 - Staff resume, in service day
- Tuesday 15 Aug 2017 - Pupils resume
- Friday 06 Oct 2017 - Last day for pupils and staff – mid-term holiday
- Monday 16 Oct 2017 - All resume
- Thursday 09 Nov 2017 - Staff in service day
- Friday 10 Nov 2017 - Staff in service day
- Monday 27 Nov 2017 - St Andrew's Day holiday, school closed
- Thursday 21 Dec 2017 - Last day of term for pupils and staff

Winter term

- Monday 08 Jan 2018 - All resume
- Thursday 08 Feb 2018 - Last day for pupils - February holiday
- Friday 09 Feb 2018 - Staff in service day
- Wednesday 14 Feb 2018 - All resume
- Thursday 29 Mar 2018 - Last day of term for pupils and staff

Summer term

- Monday 16 Apr 2018 - All resume
- Friday 04 May 2018 - Staff in service day
- Monday 07 May 2018 - May Day holiday, school closed
- Wednesday 27 Jun 2018 - Last day of term for pupils and staff

Casual holidays

Each [learning community](#) allocates 2 casual holidays for pupils and staff which are usually aligned to their local festivals

Berwickshire

- Friday 06 Oct 2017
- Monday 28 May 2018