

Holy Family

Primary School and ELC



School Handbook

2024 - 2025

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SECTION 1 – SCHOOL INFORMATION

CONTACT DETAILS

Holy Family Primary School and Early Learning and Childcare Setting
1 Linlithgow Road
Winchburgh
EH52 6FY

Head Teacher: Mrs Colette Murray
Tel: 01506 280390
Email: colette.murray@westlothian.org.uk

School Office Email: holyfamily-ps@westlothian.org.uk

Website: <https://holyfamilyprimary.westlothian.org.uk>

School Roll for 2024/25: 174 Pupils

Holy Family Primary School in Winchburgh is a co-educational Roman Catholic primary school and provides for stages P1 – P7. The school moved to a state-of-the-art new building in August 2022.

The school does not provide teaching by means of the Gaelic language as spoken in Scotland but we are beginning to introduce the Gaelic language across the school.

Holy Family Primary School in Winchburgh admits pupils of both sexes.

TIMING OF THE SCHOOL DAY

Pupils in P1 – P7 have a school week of 25hrs.

School starts	8.50am
Mid-morning break	10.30am – 10.45am
Lunch	12.15pm – 1:00pm
School dismissal	3.15pm (Monday to Thursday)
	12.25pm (Friday)

TIMING OF THE ELC DAY

Morning sessions	Monday to Thursday 07.47 – 12.30 and Friday 07.47 – 11.54
Afternoon sessions	Monday to Thursday 12.30 – 18.14
Full day sessions	2 days from Monday to Thursday 08.00 – 18.00 and a short session on Friday 08.00 – 11.20 or on Monday to Thursday 12.45 – 16.05

WEST LoTHIAN COUNCIL MISSION STATEMENT

“Striving for excellence...working with and for our communities.”

West Lothian Council Values

- Focusing on customers' needs
- Being honest, open and accountable
- Providing equality of opportunities
- Developing employees
- Making best use of resources
- Working in partnership

PROMOTING AND SUPPORTING CATHOLIC EDUCATION IN SCOTLAND

Holy Family Primary School is a Roman Catholic (RC) school and we are supported by the Catholic Church to meet the standards expected for an education in our faith. We work within the Charter for Catholic Schools which summarises the key characteristics which all Catholic schools in Scotland strive to feature through the experiences and the service which they offer. You can read the Charter for Catholic Schools using this link: <https://sces.org.uk/charter-for-catholic-schools/>

SCHOOL VALUES

Pupils, staff, parents and partners worked together to identify the shared core values for Holy Family Primary School. Every day, we work hard to build a strong community where our values are demonstrated through our daily actions.

Our school values are:

- Caring
- Creativity
- Faith
- Respect
- Safety

SCHOOL AIMS

We are working to embed the National Performance Framework purpose, values and outcomes:

- To grow up loved, safe and respected
- To build our faith through living our gospel values
- To live in communities that are inclusive, empowered, resilient and safe
- To be creative and celebrate our diverse culture
- To be well educated, skilled and able to contribute to society
- To learn to value, enjoy, protect and enhance our environment
- To be part of a thriving society
- To be healthy and active
- To learn to respect, protect and fulfil human rights and live free from discrimination

SECTION 2 – STANDARDS

ARRIVING AT SCHOOL

We look forward to seeing your children every day. The school day starts at 8:50am and the children are welcomed in to class for their morning routine and a chance to talk to their teacher. Arriving late at school can be stressful for your child so aim to have them with us on time. If you sleep in, please send the children to school no matter what time. We will be happy to see them.

ATTENDANCE

School staff follow a Safe Arrivals procedure so it is essential that we know where all of our children are if they are not in school. If your child will not be attending school, please contact the school office on 01506 280390 by 9.30am on the first morning of absence and give a reason for the absence. The school will also need to know if your child will be absent for more than one day. You can leave a recorded message on our answering machine or email the school office on wlfamily-ps@westlothian.org.uk

If your child is absent, and we do not know why, we use an automatic telephone system called Groupcall for contacting parents. We will contact you by phone, text and email to find out the reason behind the absence and make sure you and your child are safe.

It is essential to keep the school updated with your contact details to ensure Groupcall has access to the information needed to contact parents and carers in an emergency. In order to use the Groupcall system, please provide us with a mobile contact number and an e-mail address. We can then alert you by text message or e-mail. Both the text message and the e-mail will ask parents to contact the school as soon as possible.

If your child is not at school and we cannot contact you, we must report the absence to the Safe Arrivals Team who will visit you at home to ensure your child is safe. The Safe Arrivals Team are supported by Social Work and Police staff.

BEHAVIOUR

We believe that the best learning happens in an atmosphere of positive relationships and respect. High standards of behaviour are expected from all our pupils and adults, all the time. Pupils and adults are expected to show consideration and kindness for others.

We take a positive approach to managing relationships in school. We celebrate the achievements and consideration shown by our children through assemblies, circle time and certificates. Small acts of kindness are very welcome and we strive to emphasise all of the good things the children do each day.

Children sometimes make mistakes and, should it prove necessary to address behaviour concerns with a child, this is done through a supportive conversation with the aim of helping the child to recognise what went wrong and what to do in the future. Our school values, along with the UN Rights of the Child, form the heart of our restorative approach to managing relationships. Our parents and carers are key to helping the children build and sustain positive relationships.

SCHOOL DRESS CODE

In line with West Lothian Council policy, the school dress code for Holy Family Primary is as follows:-

Pupils should wear a white shirt and school tie with a green V neck knitted jumper/cardigan, a black skirt or trousers and black shoes. In warm weather, girls may prefer to wear a green gingham dress. Primary 7 pupils wear a black V neck jumper.

PE kit consists of a yellow or green top with a school badge, black shorts and black plimsolls.

Pupils should not wear jeans, football tops or fashion bottoms e.g. tracksuit trousers.

Footwear should be black, sensible and appropriate, keeping safety in mind.

Jewellery, where worn, should be discreet and should not constitute a danger to the child or other children. No jewellery to be worn on PE days. If unable to remove stud earrings, your child should be provided with tape to cover earrings.

Children in our ELC setting wear a red sweatshirt.

School uniform is ordered online from www.logoxpres-schoolwear.co.uk.

CLOTHING GRANTS

Families in receipt of Income Support, Income-based Jobseekers' Allowance, Employment and Support Allowance - Income Related, Child Tax Credit (CTC) (with an annual income of £16,105 or less), both Child Tax Credit and Working Tax Credit with an annual income of £7,330 or less or Universal Credit may be eligible for a school clothing grant. Applications are completed online and a clothing grant is made for each pupil of school age.

Families not in receipt of these specific benefits but in financial hardship may also be assisted depending upon their situation. On receipt of an application in such cases, a report is called for from the Children and Young People Team regarding the families' circumstances. Alternatively, pupils will have the opportunity to be appropriately clothed by being able to access school and sports clothing through the school clothing store. For further information please contact the school.

SECTION 3 - ETHOS

EQUALITY AND FAIRNESS

We work within equalities legislation and the UN Rights of the Child to ensure 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.

We 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. The support of parents and carers is key to maintaining this ethos.

PARTNERSHIP AND COMMUNICATION WITH PARENTS

Effective partnership working with all parents and families is at the core of Holy Family. We operate an open, responsive approach with regard to questions or concerns that parents may have. We communicate with parents and carers through e-mails, our school app, newsletters, Sharing our Learning events and Parent Consultations. Your comments and suggestions on the work done in school and the service provided for you and your child are welcomed.

Evaluation forms and questionnaires will be shared with you from time to time so that we can be sure that we are listening to what you say about the service we provide for you and your child. These are usually shared at Parent Consultation Meetings or through the school app.

All West Lothian schools are committed to the process of personal learning planning. This process is an ongoing discussion between teacher and pupils about how next steps in learning can be achieved. Children work in partnership with their teachers to create their plan which is then shared with parents and families twice a year.

Our Communication Strategy clarifies how information is shared between school and home.

Type of Information	Communication Approach	Contact Details
Absence Reporting	If you need to report an absence, contact the main school office by telephone or email	01506 280390 wlholyfamily-ps@westlothian.org.uk
Sharing information with the school	If you would like to send a message to a class teacher, you can use Seesaw if your child is in P1, P2 or P3. You can also contact the school office by telephone or by email.	01506 280390 wlholyfamily-ps@westlothian.org.uk
General information	Information about our school is available on the school app. This is the best way for parents and carers to find out about the life of the school. Search for 'School App for Parents' in Google Play or the Apple Store and download	School app login: HolyFamily2019 Pin: 1408

	<p>the app.</p> <p>Information about the school is also available on the school website.</p> <p>We have a weekly newsletter with key information for the week ahead. This is shared through the school app.</p>	<p>https://holyfamilyprimary.westlothian.org.uk</p>
Targeted information	<p>We use Groupcall to send important messages and information to parents and carers. Groupcall can be used to send text messages and emails.</p> <p>Groupcall is used to send messages in an emergency.</p>	<p>Please make sure the school have your most up to date mobile number and email address.</p>
Parent Council	<p>Our Parent Council meet regularly during the school year. We share Parent Council information through our school app and Facebook page. Our Parent Council have a Facebook page.</p>	<p>Parent Council Facebook: Search for Holy Family Primary Parent Council. Look for our school badge and request to join the group.</p>
Sharing the learning	<p>We share information and photographs about the children's learning through the school app, Seesaw, a closed Facebook page and Twitter.</p> <p>We also hold 'Sharing the Learning' events in school when we are permitted to do so.</p>	<p>School app login: HolyFamily2019</p> <p>Pin: 1408</p> <p>Facebook: Search for Holy Family Primary School. Look for the school badge and request to join the group.</p> <p>Twitter: Search for @holy_family</p>
Sharing pupil progress	<p>We have two parent/carer consultation sessions per year – in Autumn and Spring. These sessions provide opportunities for staff to discuss the children's progress with parents and carers.</p> <p>Twice a year, the children work with staff to evaluate their learning and create a Personal Learning Plan. These are shared before parent/carer consultations.</p> <p>Written reports are issued in June and provide a summary of each child's progress during the school year.</p> <p>Parents and carers can request information about their child's learning at any time by sending an email to school.</p>	<p>Dates for parent/carer consultations are shared with families through the school app and Groupcall.</p> <p>wholyfamily-ps@westlothian.org.uk</p>
Pupil Homework	<p>We use online platforms to support pupil learning at home.</p> <p>Seesaw is used by P1 – P3 and Microsoft Teams is used by P4 – P7. The children also have a homework diary to record what they need to work on.</p>	<p>Please check your child's Seesaw or Teams and their homework diary.</p>
Sharing concerns	<p>If you have a concern about your child, please contact the school by telephone or by email. We will arrange a meeting to discuss your concerns and plan support.</p>	<p>01506 280390</p> <p>wholyfamily-ps@westlothian.org.uk</p>

PARENT COUNCIL

All parents and carers are members of the Parent Forum and are welcome to attend Parent Council meetings. Parent Council members work in partnership with school staff to support the school in its work with parents, represent the views of all parents and encourage links between school, parents and carers, pupils and the wider community.

Our Parent Council office bearers are:

Chair	Danielle McAtear
Secretary	Michelle Milne

PUPIL VOICE

Our young people are the heart and soul of Holy Family Primary. Their insight and wisdom are an essential element of the life of the school. The children are encouraged to be reflective learners and to influence the direction of their personal attainment and achievement through regular learner conversations and personal learning planning.

The children know their school. They know how they want to improve learning across the school and their ideas and opinions are a key part of the school improvement process. The children contribute their ideas through discussion groups, curriculum and budget conversations, Pupil Council, leadership activities and Vertical Voice activities.

SCHOOL IMPROVEMENT

We strive to keep improving and moving forward and, to do this, we work with our staff, our children, our families, our parish and our community. Their insight drives us forward. We have a wide eco-system of partners who can help us improve and we work together to evaluate and plan next steps.

Our school improvement process is shaped by the European Foundation for Quality Management (EFQM) framework 2019. We use EFQM tools to explore the direction of the school and our ELC setting. We explore our curriculum to identify how our school and ELC setting will provide opportunities to refresh and expand learning and we continuously monitor the results of our work to make sure it is having a positive impact on our children. We use Quality Indicators from *How Good is Our School* and *How Good is our Early Learning and Childcare* to review the work of the school and identify elements to improve.

This year, we have made improvements to writing, through expanding the range of opportunities for writing. We have improved reading skills through the introduction of Reflective Reading approaches. We have carried out action research into the impact of learning and teaching in Numeracy and Maths and have used our data to identify how we can improve in this area.

The Standards and Quality Report is a summary of the main achievements of the school. The School Improvement Plan details the priorities for the year ahead. These are available on the school website and are refreshed in August each year.

SECTION 4

CURRICULUM FOR EXCELLENCE

Curriculum for Excellence aims to achieve a coherent, flexible and enriched curriculum for children and young adults aged from 3 to 18 in Scotland.

Curriculum for Excellence ensures that all children and young people in Scotland develop the attributes, knowledge and skills they will need to flourish in life, learning and work.

The knowledge, skills and attributes learners develop allow them to demonstrate four key capacities, to be: *successful learners, confident individuals, responsible citizens and effective contributors*.

OUR CURRICULUM

Holy Family Primary School and ELC implement the requirements of A Curriculum for Excellence. Our curriculum puts the children at the centre of their learning. The framework is built around a range of experiences and outcomes which describe the expectations for learning and progression in all areas of the curriculum.

There are 8 curricular areas – Literacy and English, Mathematics and Numeracy, Health and Wellbeing, Expressive Arts, Religious and Moral Education, Science, Social Subjects and Technologies. Curriculum for Excellence places an emphasis on active learning and on greater use of the outdoors to enhance learning experiences.

Literacy and English

The language curriculum covers the outcomes and experiences in English as well as those in Modern Foreign Languages.

The main lines of development for English include:

- **Reading**

Reading development in the early years is through an integrated approach where children learn to read single sounds before blending them to make words. Alongside this, children are introduced to the enjoyment of books and shared stories while reading fiction and non-fiction texts from Dandelion Readers and Oxford Reading Tree resources. Parents are encouraged to read with their child using our Big Bedtime Read resources and pupils can choose books from the class library to read at home.

As pupils progress through the school they are introduced to a range of fiction, non-fiction, poetry and play scripts to encourage their awareness of different styles of writing. There is a wide selection of reading materials available for pupils to enjoy. Our reading resources are updated regularly with our children taking an active role in evaluating and choosing new texts.

Children have access to our school library and a Book Fair is held annually.

- **Writing**

The development of writing skills is very much linked to talking and being able to tell a story. Formal writing begins with letter formation in the early stages and progresses through each class, introducing linked script and promoting high quality presentation skills.

Opportunities to develop writing skills extend across the curriculum. In the early stages, children are encouraged to say their stories and create talking books. From there, children learn to structure written work in sentences and they are taught how to spell common words and how to use their knowledge of sounds to spell unfamiliar words.

As they progress through primary school, our pupils learn to write in a range of different genres for a variety of audiences. They learn how to evaluate their work and the work of their peers and can identify how to improve their writing skills. Word processing skills are a key part of creating texts.

- **Listening and Talking**

Effective listening and talking skills are at the core of language development. Much emphasis is placed on teaching children to listen, understand and respond to each other. Many techniques are used including games, class talks, presentations, debates, discussion and role play.

Modern Languages

Children are introduced to Spanish in the early stages and French is introduced at Primary 5. Through learning another language children are able to make connections with skills and knowledge developed in other curricular areas. The school has started to introduce Gaelic to the Modern Languages curriculum

Numeracy and Mathematics

Mathematics includes specific aspects of numeracy which are developed both in mathematics and through activities in other areas of the curriculum. Children study Information Handling, Number, Money and Measurement and Shape, Position and Movement

Problem solving is an integral part of learning in mathematics while mental arithmetic and the learning of multiplication tables help to develop basic skills.

As in other areas of the curriculum, a strong emphasis is placed on active learning and using manipulative materials to build understanding of concepts. In the early years, opportunities exist to explore maths through purposeful play and children in the middle and upper stages learn to apply their mathematical skills in practical activities.

Health and Wellbeing

Promoting Health and Wellbeing is an essential part of the curriculum. Work in Health and Wellbeing focuses on the following aspects:

- Social, mental, emotional and physical health
- Physical Education and Sport
- Healthy Eating
- Hygiene
- Personal Safety
- Drugs, Alcohol and Tobacco
- Relationships

Every child engages in 2 hours of P.E every week. P.E. is supported by a visiting specialist teacher. We take part in Run for Fun each week to promote fitness.

Expressive Arts

Expressive Arts focuses on the core areas of Art and Design, Drama, Dance and Music.

Emphasis is placed on enabling children to express themselves in different ways, to be creative and to experience enjoyment through performance. They are aided in this by visiting teachers for Brass and Woodwind instruments.

Children are also introduced to visiting theatre groups, musicians and storytelling. Children perform in a Christmas show every year.

Religious and Moral Education

Holy Family Primary is a Catholic school and the Catholic ethos is to the fore in all activities that take place in the school. The life of the school is guided by Gospel Values.

The formal teaching of Religious Education is through the 'This is Our Faith' and 'God's Loving Plan' programmes, which are widely used in Catholic schools. Prayers and hymns are taught in class and pupils are prepared for the Sacrament of Reconciliation in P3, First Holy Communion in P4 and Confirmation in P7. We also focus on World Religions through our Religious Education programme.

Our parish priest plays an active role in the life of the school and celebrates Mass regularly with the whole school community as well as individual classes. We are very aware of the faith background of all our pupils and this is reflected in our approaches and our teaching.

Sciences

The main goal for science education is to stimulate, nurture and sustain the curiosity, wonder and questioning of our young people. The science programme encourages children to investigate the environment by observing, exploring, investigating and recording. Opportunities are in place to develop investigative skills through outdoor learning.

Social Studies

The programme enables children to broaden their understanding of the world. It includes experiences and outcomes in historical, geographical, social and political contexts. Contexts for learning include the local community, Scotland, Britain, Europe and the wider world.

Pupils at Holy Family Primary take part in a range of visits to enhance their understanding of the world around them e.g. museums, castles, visitor attractions etc. They also experience a variety of visitors who come into school to share their experience and knowledge with pupils e.g. Park Rangers, Police etc.

Technologies

This curriculum area enables pupils to:

- Develop understanding of technologies and their impact on society past, present and in the future
- Apply knowledge, understanding and practical skills
- Gain confidence and skills to embrace and use technologies
- Engage in creative and practical experiences in craft, design and information technologies.

Personalisation and Choice

Pupils are provided with a range of opportunities to plan their learning. These include planning class projects and engaging in points based activities that allow the children to decide which activities they will participate in. Children are encouraged to contribute their ideas at the planning stages of a block of learning and influence how topics develop.

From time to time, pupils engage in learning related to sensitive areas of the curriculum, particularly related to Health and Wellbeing or Religious and Moral Education. When work of this nature is planned, parents are informed and are invited in to the school to discuss the content of the learning and consider how to support their child.

For further information regarding the Curriculum for Excellence at Holy Family Primary please contact the school and arrange to see our programmes of study.

Extra-Curricular Activities

As well as curricular areas, pupils are given many chances to take part in extra-curricular activities.

Sport is a key focus for extra-curricular activity. Pupils have opportunities to play football, basketball, handball, benchball and cross country running. Children have opportunities to take part in outdoor education and sport and enjoy a residential experience at school camp.

The school has organised after school clubs, early morning clubs and lunchtime clubs. Activities have included football, dance, golf, multi-sports, drama and guitar.

SAFE USE OF THE INTERNET

Computer equipment is used to support effective learning and teaching. This is an integral part of the curriculum which enables pupils to access information and resources online. West Lothian Education Services implements software to provide protection from inappropriate material on the Internet. It must be recognised, however, that no protection can be absolutely guaranteed and, to this end, pupils must not actively seek inappropriate material and should report any items that make them feel uncomfortable.

The authority has set out the following Internet rules for pupils to minimise the possibility of accessing inappropriate material or communications:

INTERNET RULES

When using the Internet, we expect children:

- not to swear, use rude or threatening words
- not to reveal their address or phone number or those of others
- to remember that email or posted comments are not guaranteed to be private
- not to use the Internet in such a way that would disrupt its use by others
- not to try to find inappropriate material
- to tell a member of staff if a page, picture or message is found that makes the child feel uncomfortable

If these rules are not followed the child will not be allowed to use the Internet and the school may take further action.

Further information on safe use of the Internet is available at: <http://www.besafeonline.org>

ASSESSMENT AND REPORTING

Pupil progress is monitored continuously throughout the school year. A range of assessment approaches are used to gather evidence of pupil learning. These include opportunities to record what the children say, make, write and do. Every class has an assessment toolkit to support the children's understanding of assessment.

Information gathered from assessment is used to support pupil learning, plan next steps, summarise achievements and inform pupils and parents of progress. Our assessment data also drives improvements in teaching and curriculum.

Pupils take part in learner conversations with their teacher in Autumn and Spring. These conversations create a Personal Learning Plan which is shared with parents/carers before Parent Consultation Meetings. Pupils join their teacher and parents/carers at Parent Consultations to be part of the evaluative conversation.

Pupils create a Learning Profile which showcases their latest and best work and this is also shared with parents before Parent Consultation Meetings. A written report on pupil progress is shared in June and provides a summary of learning throughout the year. The written report highlights next steps for the pupil to work on in the following session.

Our approach to reporting provides more opportunities for parents and carers to share in their children's learning.

SUPPORT FOR LEARNING

Delivering appropriate provision for pupils with additional learning needs is central to the national commitment to inclusion and is underpinned by legislation. West Lothian Council believes that all children and young people are entitled to learn together. This will help develop a culture of acceptance within which all children have a presumptive entitlement to mainstream education and services provided to facilitate this goal.


Focus on Inclusion is designed to help schools in partnership with parents/carers, pupils and partner agencies to evaluate effectiveness of provision in improving educational outcomes and opportunities for pupils with additional learning needs.

PUPILS WITH ADDITIONAL NEEDS

Parents who are concerned about their child's progress should contact the Head Teacher to arrange a suitable time to discuss their concerns. The Head Teacher and Support for Learning staff will liaise with parents, teachers and partners to gather assessment information about the child and establish what additional support is required. Class teachers have overall responsibility for supporting pupils but additional support can be provided through direct teaching by the Support for Learning Teacher or additional time working with our Pupil Support Team.

Pupils who require a higher level of support may have an Individualised Education Plan which contains targets to address the specific needs of pupils. These are updated three times each year and parents come in to school to review their child's progress.

If you feel that your child needs additional support, information and advice is available from school in the first instance.



Enquire is the Scottish Advice Service for Additional Support for Learning. Operated by Children in Scotland, Enquire offers independent, confidential advice and information on additional support for learning through:

- a telephone helpline - 0845 123 2303
- an email enquiry service - info@enquire.org.uk
- an online enquiry service two websites - www.enquire.org.uk (for parents/carers and practitioners) and www.enquire.org.uk/yp (for children and young people)
- Enquire also provide a range of clear and easy-to-read guides and factsheets explaining everything from 'additional support in the early years' to 'what planning should take place for moving on from school'

SECTION 5 – ADMISSION PROCEDURES

ADMISSION PROCEDURES

Applications for admission to all West Lothian Council infant/primary schools at all stages (P1-P7) are made by the completion of the West Lothian Council Infant/Primary School 'Application for Admission to Infant/Primary School Form'.

Application forms can be made online at - <https://www.westlothian.gov.uk/primaryapplication>

Forms are also available from:

Pupil Placement Section

West Lothian Civic Centre

Howden South Road

Livingston EH54 6FF

Telephone: 01506 281857

If you would like to visit the school and meet the Head Teacher contact the school and make an appointment.

West Lothian is divided into catchment areas for primary and secondary schools. Each home address has a catchment denominational school and a catchment non-denominational school, for both primary and secondary education. Although the Council aims to provide enough places for all children in the catchment area at a catchment school, living within a catchment area does not guarantee a child a place at a catchment school. Parents can request a school other than one of their catchment schools. This is known as a 'placing request'. Parents can request that their child go to any primary school in West Lothian regardless of their religion. The council must grant these requests unless there is a legal reason not to.

TRANSITION TO SECONDARY SCHOOL

Transition from Primary 7 to Secondary 1

West Lothian Council is divided into denominational (Roman Catholic) and non-denominational primary and secondary school catchment areas. Each home address therefore has two catchment primary schools and 2 catchment secondary schools. There are also 3 Infant School catchment areas.

Each secondary school catchment area is made up of a number of associated primary school catchment areas. Since August 2023, **Holy Family Primary School** has been associated with **Sinclair Academy**. Children attending Holy Family Primary School, and living in the catchment area of the school, would therefore normally transfer to Sinclair Academy.

It is not possible to guarantee places at a secondary school for children from an associated primary school. Secondary schools have intake limits and where the applications for admission exceed this limit, it would be necessary to apply the "Placing in Schools - Guidelines" and refer all applications to the Special Sub-Committee on Pupil/Student Support.

Transition from Primary 7 to Secondary 1

In November/December parents of P7 pupils receive a letter from the Pupil Placement Section at Civic Centre (address below) indicating the catchment area secondary schools for their home address. The letter asks parents to confirm their transfer intentions.

The letter also advises parents of their right to make a placing request and how to do this. Information on placing requests is available from Pupil Placement Section, West Lothian Civic Centre, Howden South Road, Livingston EH54 6FF.

Timescale

The deadline for an application for a placing request to an alternative secondary school is in December. All applications will be acknowledged within 14 days.

Enrolment will be confirmed as soon as possible before 30th April 2024 by letter from the Civic Centre. Where a school is over-subscribed, parents will be informed as soon as possible, in writing, that it is necessary to refer the applications to the Special Sub-Committee on Pupil/Student Support with information on when the Committee will meet and when parents will hear the outcome of this meeting.

Enquiries either to the individual school or:

Pupil Placement Section,
West Lothian Civic Centre,
Howden South Road,
Livingston, EH54 6FF.
Telephone: 01506 281857

The Secondary School to which pupils normally transfer on completion of P7 class is:

Sinclair Academy
2 Linlithgow Road
Winchburgh
EH52 6FY

Parents of P7 pupils will be informed of transition arrangements.

SECTION 6

SCHOOL POLICIES AND PRACTICAL INFORMATION

Holy Family Primary School implements key Education Services policies. These can be accessed from school or online at: www.westlothian.gov.uk

Hard copies of council policies are available from the school, West Lothian libraries and from the Civic Centre upon request.

SCHOOL MEALS

Pupils in Primary schools are offered a two course meal with a choice of main course, supplemented by salads and bread, which meet the new Scottish Nutrient Guidelines for School Meals.

Pupils in Primary 1 to Primary 5 are offered a free school meal. If you are in receipt of Income Support / Pension Credit, Income-Based Jobseeker's Allowance, Employment & Support Allowance, Working Tax Credit and / or Child Tax Credit (and your household income does not exceed £16,105) or Universal Credit, your child could qualify for free school meals. Please contact the school for further information or contact Stuart Isbister, Pupil/Student Benefits Officer either by phone on 01506 281952 or by emailing stuart.isbister@westlothian.gov.uk.

Special dietary requirements will be catered for. Please contact the school to discuss your child's requirements.

Please also advise the school immediately should your child have any allergies.

School meals can be ordered online using the iPayimpact. The school will provide guidance information about using this system.

MILK PAYMENTS

Milk payments will be collected on the following dates:-

Payment date	Milk Period	Amount
August 2023	13 th August to 11 th October	£9.02
October 2023	22 nd October to 20 th December	£9.68
January 2024	6 th January to 4 th April	£12.98
April 2024	22 nd April to 27 th June	£10.12

BREAKFAST CLUB

Breakfast Club opens at 8:10am and provides pupils with a healthy breakfast. The Club aims to establish positive relationships at the start of the school day, helping to reduce lateness or poor attendance and improve attitude, behaviour and motivation to learn.

TERM DATES 2024 - 2025

TERM 1

Pupils resume – Tuesday 13th August 2024

Autumn Half-Term Holiday

All break – Thursday 12th September 2024

Pupils resume – Wednesday 18th September 2024

Autumn Holiday

All break – Friday 11th October 2024

Pupils resume – Wednesday 18th October 2024

Last day of term – Friday 20th December 2024

TERM 2

All resume – Monday 6th January 2025

Spring Half-Term Holiday

All break – Friday 7th February 2025

Pupils resume - Tuesday 18th February 2025

Spring Holidays

All break – Thursday 4th April 2025

Good Friday – Friday 18th April 2025

Easter Monday – Sunday 29th April 2025

TERM 3

All resume – Tuesday 22nd April 2025

May Holiday

All break – Friday 2nd May 2025

Pupils resume – Wednesday 7th May 2025

Spring Day

Monday 19th May 2025

Last day of term – Friday 27th June 2024

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 even though the doctor regards the child as fit to attend school. Parents have the prime responsibility for their child's health and should provide the school with up to date information about their child's health and medical condition.

Should a child require medication during the school day, a medication form must be completed by the parent and signed off by the Head Teacher giving staff permission to administer the medication. These forms are available from the school office, the school app or can be downloaded from at www.westlothian.gov.uk

Preventative inhalers (blue) are kept securely in the classroom. If your child uses an inhaler it is important that it is labelled. It is the parents' responsibility to ensure these are renewed as necessary. Class teachers have a list of pupils who require an inhaler.

EMERGENCY CONTACTS AND 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 your child feeling ill. Please ensure records are kept up to date by notifying the school of any change of address and telephone number of your child's emergency contact.

Only in special circumstances (e.g. no heating), will children be sent home early. The school will make every effort to contact you in such situations. Where there is no adult to receive the child, they will be supervised in school until such time as suitable arrangements are made. In the event of extreme weather conditions it would be helpful to listen to local radio stations where updates on school closures are broadcast.

HOW TO RAISE A CONCERN ABOUT YOUR CHILD

Staff at Holy Family Primary School are committed to working in partnership with parents to provide high levels of support for our pupils. The school has a Customer Care Procedure that provides guidance on effective partnership working.

Any parent or carer who has a concern about their child should contact the school and arrange a suitable time to discuss their concern with a member of the senior staff. Senior staff aim to work with all staff to resolve any parental concerns. Parents and carers who are dissatisfied with the response the school provides to their concern can follow our Comments, Compliments and Complaints Process to make a complaint.

HOW TO MAKE A COMPLAINT

If you have a complaint about any aspect of the service provided, you may contact Holy Family Primary School in the following ways:

- In person – by calling at our office at the entrance of the school.
- By telephone – contact Mrs Colette Murray, Head Teacher, Holy Family Primary School (telephone 01506 280390).
- By email – holyfamily-ps@westlothian.org.uk or colette.murray@westlothian.org.uk .
- In writing to Holy Family Primary School, 1 Linlithgow Road, Winchburgh, EH52 6FY.

To ensure that your complaint is properly dealt with, we will log it on our complaints database. Please ensure you include:

- Your name and contact details
- Copies of any correspondence
- The names of the persons involved
- Details and dates of the complaint itself

We value customer feedback as it helps us to improve our service. We will deal with your complaint with courtesy, impartiality and fairness.