

School Meals

Children have the choice of going home for lunch, bringing a packed lunch from home or ordering a school lunch. If your child is going home for lunch, please notify the school office in advance. Please contact the school office to discuss your child's requirements and advise them of any allergies.

Meals can be ordered in advance by accessing <https://www.ipayimpact.co.uk>

The Breakfast Club

Between 8:00 and 8:30am in the school gym hall. Please refer to the school webpage for further details. All primary pupils are entitled to free breakfasts.

Complaints Procedure

It is expected that most complaints will be resolved in school with staff or the Head Teacher. Unless there are exceptional circumstances there should be full discussion with the Head Teacher about any concerns or complaints you have with regards to the service the school provides.

Where occasions arise that you remain dissatisfied with the service, you can telephone, write or visit to raise a complaint to the appropriate local senior staff.

Complaints will be dealt with within three working days by giving either a direct response or a clear indication of when to expect one. Complainants will be informed of progress and given an explanation if deadlines are not met.

A complaint to Customer Care

If the complaint has not been resolved locally then contact Customer Care. A booklet detailing how to raise a complaint to Customer Care is available in the school entrance area. Free phone Helpline 0800 328 5143

Written Complaint

Education Services
West Lothian Civic Centre Howden
South Road Livingston
EH54 6FF
01506 281254
email: customer.service@westlothian.gov.uk



Information for parents 2017/18



Learn **V**alue **P**ersevere **S**ucceed

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Welfare



Section 6 – Health and Safety and Pupil Welfare

Child Protection

It is our role as educators to ensure that the children in our care live safely and can reach their full potential. All staff in Livingston Village Primary will follow the Edinburgh and Lothians Inter-Agency Child Protection Procedures to protect children who may be at risk of abuse and neglect. If we suspect that a child has suffered, is suffering or is at risk of abuse we will make a child protection referral without delay. We work closely alongside the core agencies; Health, Social Work and the Police, to ensure the welfare of all pupils. Mrs Mill and Mr McCallum-McKay are the designated members of staff for child protection within Livingston Village Primary. Should you have any immediate concerns of a child protection nature please contact any of the above agencies. A copy of our full policy for child protection is available on request.

Parking

In line with West Lothian Council's policy, parents/carers are not permitted to park, drop off or pick up children in the school car park unless otherwise agreed with the HT. Please refer to the school webpage for further details.

School Photographer

The School Photographer visits school, usually in the first term, to take Individual/Family photographs. Class photographs for Nursery, Primary 1, Primary 7 and groups will be taken in the summer term.

Medical Needs

Any minor accidents are treated in school. If we feel that medical treatment is required the following action will be taken:

- The school will contact **you** or if you are unobtainable, **your emergency contact**
- The school will telephone the health centre or hospital if necessary and arrange to have your child taken there, accompanied wherever possible by you or someone else nominated by you
- All accidents will be reported to West Lothian Council Headquarters

If a child becomes ill we will always try to inform parents. If your child is taking medicine or has a medical condition which might affect them in school, you must notify the school office so that appropriate action can be taken. If you require your child to receive medication during the school day, you must complete and sign a medical form (downloadable from the school webpage).

NB: Staff will not administer any medication or drugs which require specialist knowledge or training unless they have received the appropriate training.

Section 5 – Admission Procedures

Admission Procedures

Any parent wishing to visit the school, prior to making an application for admission can do so by contacting the Head Teacher. This will be arranged for a mutually convenient time.

Applications for admission to West Lothian Council primary or infant schools at all stages (P1-P7) are made by completion of an Application for Admission to Primary or Infant School Form. Application Forms are part of an application pack. Please read all the details carefully, particularly the pupil placement guidelines in the Information for Parents Booklet. Application Packs can be collected from the school and forms completed with assistance from school staff or by reference to guidance notes.

Application Packs are also available from:

Pupil Placement Section

**Education Services West Lothian
Council West Lothian Civic Centre**

Howden South Road

Livingston

EH54 6FF

Telephone: 01506 776002

Further details of the policy and procedure for admission to primary schools, and pre-school education can be found here:

<https://www.westlothian.gov.uk/apply-for-pre-school-and-school-places>



Section 1 – School Information

Welcome to Livingston Village Primary School

I am delighted to welcome you to Livingston Village Primary School and hope that your child will be very happy throughout their years with us. We pride ourselves in being a vibrant learning community where the individual is valued and achievement in its widest sense is celebrated.

We believe that our school is at the heart of the community and therefore, have very strong home/school partnerships and welcome the support that parents can offer, not only to their own children, but also to the wider school community. Parental support helps to enhance the activities on offer to the children and we value offers of help in any capacity.

Our curriculum is broad and balanced and we make every effort to ensure that it is relevant to today's society and therefore meaningful to the children. We use a variety of learning and teaching approaches and offer many opportunities for the children to learn independently and as part of a group. The skills they will develop will be essential to them as they progress beyond primary school and face the demands made of them as they get older.

We believe that learning should be enjoyable and believe that fun is an essential part of life at Livingston Village Primary. We want our pupils to leave with very happy memories of their time here, having achieved success and feeling motivated and enthusiastic about their future.

I look forward to working in partnership with you and should you have any issues, concerns or ideas for improvement, please feel free to share these with me.

Jackie Mill
Head Teacher



Contact Details for Primary School and ELC

Kirkton North Road
Livingston Village
Livingston
West Lothian
EH54 7EQ

Head Teacher: Mrs. Jackie Mill
Principal Teacher: Mr. Antony McCallum-McKay
Telephone: 01506 429620
Fax number: 01506 419408
E-mail: livingstonvillage.ps@wled.org.uk

School webpage: <http://www.livingstonvillageprimary.westlothian.org.uk/>
Twitter: [@livivillagePS](https://twitter.com/livivillagePS)

Current Role: 70 ELC and 196 Primary

We welcome visits from future parents/carers and pupils. If you are seeking, or have been offered a place at Livingston Village and wish to see our school please contact the school office.



Extra-Curricular Activities

Pupils are encouraged to take part in extra-curricular activities which take place throughout the year. These after school clubs are largely led by school staff but can, at times, be organised by parents or specialist tutors. We invite pupils to identify activities they wish to attend.

Assessment

Assessment is an important part of the learning and teaching process. To ensure children learn effectively, they are assessed on a regular basis by means of formative and summative assessment strategies. Progress is tracked and monitored by various members of the school team in all subjects.

In line with West Lothian policy, we carry out Scottish National Standardised Assessment in P1-7. For more information please visit:

<https://standardisedassessment.gov.scot/parents-and-carers/>

Reporting

There are two Parent Consultations for parents/carers, teachers and children to discuss progress in learning, next steps in learning and ways in which these can be achieved. One written progress report is produced annually in June.

Further opportunities will be available throughout the session for parents/carers to share in their child's learning through open afternoons and curricular events. Examples of learning will also be shared via our school webpage.

Throughout the year, parents with any concerns about the well being or progress of their child are encouraged to speak with the class teacher in the first instance.

Support for Pupils

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.





Section 4 – Curriculum

School Improvement

The main achievements of the school can be found in the annual Standards and Quality Report. Plans for future improvement of the school's performance over the next 3 years, including the school's plans to involve parents in this improvement can be found in the School Improvement Plan. These documents are available from the school webpage.

We continue to improve standards for pupils in relation to literacy, numeracy and health and wellbeing through well planned improvement priorities.

The Curriculum

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 3-18 curriculum aims to ensure 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 will develop will allow them to demonstrate four key capacities – to be successful learners, confident individuals, responsible citizens and effective contributors

In Livingston Village Primary we are committed to continuously raising standards and ensuring that every child receives their entitlement to a broad and deep general education. Learning and teaching in our school is based on a range of approaches and strategies which place the child firmly at the heart of their learning experiences. Approaches and strategies include investigating, exploring, problem solving and discussion as well as direct teaching. Strategies and resources are varied to meet the needs of individuals and, at Livingston Village, a range of assessment approaches are used to determine progress in learning. We follow the Education Scotland Benchmarks to set out progression for all and ensure our children are achieving the National Standards. In all learning, they are involved in the planning process through finding out what they already know, what they want to learn and how they want to demonstrate their learning. Personalisation and choice are vital for child engagement. We believe in inspiring lifelong learning and making learning memorable and fun.

The curriculum is organised under different subject areas: For further information on our school curricular frameworks, please contact the school office.

For further information regarding the curriculum at national level visit:

<https://education.gov.scot>



Visions, Values and Aims

Our Vision

We are committed to and passionate about our school. We will work together to create a thriving community where all children can achieve their greatest potential. We will go all out to make sure our relationships are based on trust, equality and fairness. And as a team, we will give of our best as we develop knowledge and skills for life, learning and work.

Our Aims

- ◇ Encourage a welcoming, caring environment where everyone can flourish, be valued, feel respected
- ◇ Deliver world class learning and teaching, enabling pupils to engage, develop resilience and build positive attitudes to learning and life
- ◇ Promote and develop leadership throughout the school
- ◇ Champion effective partnership working with home, agencies and the wider community
- ◇ Empower our children to impact change through understanding local and global issues

Our Values

Aspiration, Compassion, Equality, Perseverance, Respect.

School Motto

Learn

Value

Persevere

Succeed

Educational Provision

Livingston Village Primary School and Early Learning Centre is a non-denominational community school, offering education for all children from Nursery to Primary 7.

The ELC can accommodate 50 am and 30 pm pupils. There is an additional ELC Handbook which is available from the school website and will also be provided to parents/carers as part of our welcome pack. Nursery children are offered 600 hours per year.

West Lothian schools do not provide teaching by means of the Gaelic language as spoken in Scotland. A pupil whose parent wishes them to be taught by means of the Gaelic language may make a placing request to a Gaelic language school in a neighbouring authority. West Lothian Council will make transport provision to the closest available Gaelic language school in a neighbouring authority.

Staffing

Livingston Village Primary School is staffed by a Head Teacher, a Principal Teacher, 10 class teachers and a part time Support for Learning Teacher. The school also has an ELC which includes Nursery and Wraparound provision. The Nursery is staffed by an Early Years Officer, Early Years Practitioners and Pupil Support Workers.

An Administrative Assistant, Clerical Assistant, Pupil Support Workers, Facilities Management Assistants, Kitchen Staff and Cleaning staff make up the range of support staff in school, who provide vital services to the pupils.



Communication With Parents – Informing and Consulting

At the heart of a successful home-school relationship is good communication. Communication is a two way process. It is important that parents/carers keep the school informed of any changes to a child's circumstances to ensure that we are able to provide the best possible support. We aim to communicate regularly and in a timely fashion with parents through a number of strategies including monthly newsletters, separate letters as appropriate and utilising our school webpage. We use the 'Group Call' text messaging facility which enables us to make quick and easy contact when necessary. Please ensure that your emergency contact details are up-dated as required.

Should you need to contact us, please do so through the school office or via e-mail.

Breast Feeding

Breast feeding is healthy for both mother and baby. We are a breast feeding welcome school. We provide a comfortable and welcoming environment for mothers to breast feed at Livingston Village Primary and ELC.



Livingston Village Primary School Parent Council

The Parent Council consists of parents/carers from Livingston Village Primary School and representation from staff. All parents are automatically members of the Parent Council and everyone is welcome to attend meetings.

The Livingston Village Primary School Parent Council has four main objectives:

1. Work in partnership with the school to create a welcoming school which is inclusive for all
2. Promote partnership between the school, its pupils and parents/carers and the wider community
3. Develop and engage in activities which support the learning and welfare of the pupils.
4. Identify and represent the views of parents on the education provided by the school and other matters affecting the education and welfare of the pupils

The Parent Council can help the school management team resolve general problems and the development of new initiatives. It can also assist in the exchange of information between parents and the school.

Partnership Working

To support our children's development, the school works in close partnership with a wide range of agencies. Our partner agencies include; Health Visitors, School Doctor, Speech and Language Therapists, Mental Health Link Worker. For a full list please contact the school office.

Section 3 – Ethos

Equality and Fairness

All pupils have the right to enjoy opportunities and activities, regardless of their background, race, gender or religion. Our aim is to promote self-esteem and a positive self-image in every pupil. Self-respect and respect for others is a priority. We aim to maintain an environment which is free from bullying, racism and other forms of discriminatory behaviour.

Pupil Council

Our Pupil Council consists of representation from P3-7. This group meet monthly to discuss issues which have been brought to their attention by their peers as well as having a key role in school improvement. The Pupil Council take forward improvements in line with our school improvement plan as well as organising events and improvements instigated by the pupils.

Eco Group

The Eco-group is made up of representatives from each stage from P1-7. Their role is to make the pupils of Livingston Village aware of environmental issues which currently affect them or may affect them in the future. The aim is to get as many pupils involved in being kinder to the environment and we are keen that Livingston Village Primary is an 'Eco-friendly school'. Livingston Village Primary currently has 4 Green Flags and is now working towards maintaining our Eco Status.

Parental Involvement

Our children benefit most when we work in partnership with their parents/carers and their wider family. We are committed to creating an open relationship with parents/carers to ensure we meet the needs of their children and provide support for their families. We value Parental Involvement as an effective way of enhancing learning, achievement and promoting positive ethos.

Our aims through parental involvement are:

- To support parents and carers as their children's first and most important educator
- To enhance the learning experience of all pupils
- To encourage parents and carers to be involved in the life of the school and their child's learning
- To provide a partnership between home and school, ensuring that families feel welcome and valued
- To ensure that maximum use is made of all these adults' skills to enrich learning opportunities

Parents/carers are encouraged to come into school and offer support in a variety of ways. This could include setting up and helping to organise resource areas, working with individuals or small groups of children to support their learning, helping teachers and pupils with classroom displays, art and craft, accompanying classes on educational outings etc.

In the interests of child protection and safety, all parent helpers must be disclosure checked to assist in class or on outings. Forms are available from the school office.

The School Day

For all children from Primary 1 – Primary 7

Monday – Thursday

8:50 am – 12:15 pm

Lunch

1:00 pm – 3:20 pm

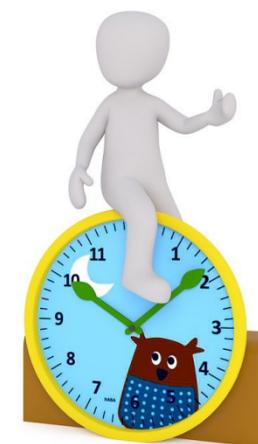
Friday

8:50 am – 12:05 pm

Within the school day there is a 15 minute morning break from 10:30 am — 10:45 am.

School term dates and holidays can be accessed online at:

<https://www.westlothian.gov.uk/schoolholidays>



ELC

Early Years Officer :

Early Years Practitioner: Mrs. Linda Bryden, Mrs Elaine Murchison

Wraparound Team Leader/EYP: Mrs Alison Armstrong

Pupil Support Worker/Wraparound Assistant: Mrs Lynda Jones, Mrs Rena McIlwraith,
Miss Lyndsay McDonald, Mrs Angela Kristmanns

All ELC children are entitled to 600 hours provision

Morning Sessions:

Early drop off and breakfast provision between 8:10am - 8:45am.

Monday – Thursday nursery session 8:45 am – 11:15 am.

Friday nursery session 8:45 – 11:38 a.m.

Afternoon sessions:

Monday-Thursday nursery session 12:09 pm – 16:06pm.

Early pick from 15.16 pm onwards

Wraparound

Wraparound provision is available between the following hours:

Monday - Thursday: 11:15 am - 17:30 pm

Friday: 11.30 am - 17:30 pm

Further information is available:

1. In the nursery handbook
2. Upon request when you visit the nursery
3. Through Pupil Placement
4. By phoning Livingston Village Wraparound Service direct on 01506 463689

Clothing Grants and Free School Meals

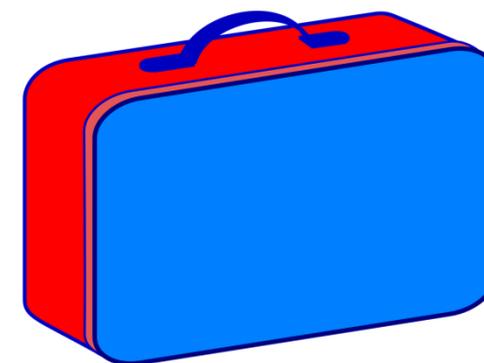
Families in receipt of Income Support, Income-based Jobseekers' Allowance, Employment and Support Allowance – Income Related or Working Tax Credit (WTC) or Child Tax Credit (CTC) (with an annual income of £16,105 or less) who submit a completed application form automatically receive a clothing grant and free school meal for each pupil of school age. The current clothing grants are £94 for each primary school aged pupil.

Pupils will have the opportunity to be appropriately clothed by being able to access school and sports clothing through a school clothing store. For further information please contact the school office or visit the Parent Zone on our website.

For further information please refer to the School Clothing Grants Policy:

<https://www.westlothian.gov.uk/schoolclothinggrants>

<https://www.westlothian.gov.uk/article/3787/Free-School-Meals>



School Dress Code

School Uniform

We are very proud of our school and are keen to display this by encouraging all children to wear school uniform. It is smart, practical, discourages competition among children and is cheaper in the long term.

Our school uniform is as follows:

- Grey or black trousers, skirt or pinafore
- White, pale blue or navy blue polo shirt with logo
- Pale blue or navy blue sweatshirt with logo
- Girls may wear a blue and white checked school dress in warmer weather
(*School fleeces and waterproof jackets are also available.*)

A white shirt and school tie will be required to be worn for class/group photographs and when pupils are representing their school in public.

An order form for school uniform can be obtained from the school office or the school website. It is advisable to have all articles of clothing clearly named. Valuable items of jewellery and unnecessarily expensive clothing should not be brought into school. Football colours (tops, shorts, scarves) are not permitted in school nor any other clothing which may cause offence e.g. political or religious slogans.

PE Kit

It is important that children have a change of clothing for taking part in PE lessons. We recommend a drawstring bag with the child's name for holding PE wear as it hangs easily on their peg. These can be purchased through the school office.

For safety reasons, pupils are not permitted to wear jewellery during PE lessons. You will be advised of a pupils' set days for PE but it is always advisable for children to have a PE kit every day as there are occasions where extra PE activities are undertaken.

PE kit should consist of:

- Black shorts, white t-shirt and gym shoes/trainers

Sometimes PE will take place outside, on these occasions, tracksuit bottoms and a sweatshirt can be worn.

Section 2 – Standards

Attendance

The school enters a pupil's absence electronically using codes for particular reasons for the absence. To ensure an accurate record is kept it is important that should your child be absent, you provide an explanation for that absence either by letter or by telephone. A Group Call system, which sends out an automated text message to a mobile telephone in cases of unexplained absence, is in operation in all schools. The call is repeated regularly until answered. Parents/carers and schools must work in partnership in order to benefit from early notification of unexplained absences from school. Parents are urged to inform the school as soon as possible in the morning that your child is absent but no later than 9:30am.

Please avoid keeping your child absent for reasons other than illness. Work missed is not easily made up and allowing casual absences encourages a casual attitude towards work, and this applies equally in the case of frequent late-coming. I am sure that you agree it is good to get into the habit of being punctual and our children are expected to arrive at school on time. If late, your child will miss out on the morning routines which are so important for a smooth start to the day. However, in the event of an occasional 'sleep-in', please bring your child to school, no matter what the time is. Better late than never!

If you become aware that your child may be absent from school for a considerable length of time, due to illness or admission to hospital, you are requested to inform the school as soon as possible.

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

[https://www.westlothian.gov.uk/media/2101/Attendance-at-School-Policy-and-Operational-Procedures/pdf/Attendance at School Policy.pdf](https://www.westlothian.gov.uk/media/2101/Attendance-at-School-Policy-and-Operational-Procedures/pdf/Attendance%20at%20School%20Policy.pdf)



Behaviour

At Livingston Village PS, Class Charters' are adopted to promote positive behaviour throughout the school and in the playground.

A traffic light system is used in all classes. Behaviour is recorded on a daily basis and children will work towards earning 5 minutes Golden Time daily.

Every child in the school will earn a point each day they remain on green totalling 5 points per week.

The children will aim to achieve a Bronze, Silver, Gold and Platinum award throughout the year. Children can also earn Personal points in school and Community points out with. Examples of these are:

- Community Points: helping to plant trees, litter pick etc.
- Personal Points: helping others without being asked etc.

Within school we use House points. Children can earn these by being respectful, showing good manners etc. These contribute to their allocated House Team. Each week these points are totalled and the winning House on that particular week attach their coloured ribbon to the House cup. The following Monday they receive an extra 5 minutes play time. The running totals are counted at the end of the year and the winning House overall receives a prize chosen by the Pupil Council. Throughout the year we have events where Houses come together to allow extra points to be earned. These include amongst others the House challenges and Sports Day.

The Achievement Board celebrates pupil achievement in a variety of areas, both in and out of school



School Discipline

We are a restorative school and believe that the positive aspects of school life are well understood and the use of praise permeates all aspects of the life of the school. Pupils strive to be the best they can be through resilience and perseverance.

Staff will always handle discipline problems in a sensitive, caring but authoritative manner so that disruption to learning and teaching is minimised. House points are awarded to pupils for demonstrating our School Values.

As a recognition of effort, pupils who are commended by the SLT are awarded special stickers and mentioned at weekly assembly.

Anti-Bullying Policy

Everyone has the right to work and learn in an atmosphere that is free from victimisation and fear. The staff's aim is to work to prevent bullying taking place through the Personal and Social Development programme. Pupils will be made aware of strategies to cope with difficult situations. School personnel will be identified to support them. A copy of our anti-bullying policy is distributed to parents/carers when a pupil starts school.

