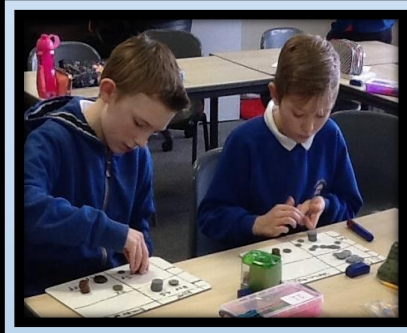


Cuiken Primary School

Parent/Carer Information Booklet

2019 – 2020





Information for Parents 2019

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Cuiken Primary School

Vision and Aims

Our vision at Cuiken is for our learners to be...

Confident

Understood

Inspired

Kind

Engaged

Nurtured

Values

3 consistent rules underpinned by our values

Be Safe

Be Kind

Aim High

CUIKEN PRIMARY SCHOOL

School Staff

Head Teacher	Claire Bond
Depute Head Teacher	Kerry Dolan / Karen Hancock (Acting Depute Head Teachers)
Principal Teacher	Rosie Campbell (Enhanced Nurture Provision)

Teaching Staff

Teacher	Laura Denson	P1a
Teacher	Emma Donald	P1b
Teacher	Karen Hancock/Marion Pringle	P2
Teacher	Emma Boyle/Lis McKie	P2/3
Teacher	Heather Galbucci	P3
Teacher	Sue Burns/Kerry Dolan	P4
Teacher	Brodie Abbott	P4/5
Teacher	Lynsey Duncan/Sarah Millar	P5/6
Teacher	Lesley Mason	P6/7
Teacher	Dominique Pelosi	P7
Teacher	Katrina Cummings /Scott Palmer	The Learning Hub

Secretarial & Support Staff

Secretary	Susan Dickson
Office Support	Tracy Hamilton
Janitor	George Oxtoby / Tommy Thomas
Learning Assistant	Jacquie Baird
Learning Assistant	Andrena Fisher
Learning Assistant	Lynne Mackenzie
Learning Assistant	Lyndsay Milne
Learning Assistant	Jacqueline Porteous

CUIKEN PRIMARY SCHOOL

Provision Staff

Principal Teacher	Rosie Campbell
Teacher	Manuela Wilson
Teacher	Claire Maguire
Learning Assistant	Vicki Middleton
Learning Assistant	Lyn Palmer
Learning Assistant	Michelle Ritchie

Nursery Staff

Senior CCDW	Deborah McFarlane
CCDW	Ann Affleck
CCDW	Laura Barfoot
CCDW	Pat Duncan
CCDW	Rosie McCallum
CCDW	Lillian Wheeler
Learning Assistant	Zoe Clark

Staffing information is subject to change since personnel and complements may vary from year to year.

CUIKEN PRIMARY SCHOOL

The School Day

Monday – Thursday

School Begins

8.50am

Break

10.30 – 10.45am

Lunch

12.25-1.10pm

Afternoon

1.10-3.15pm

Friday

School Begins

8.50am

Break

10.30 – 10.45am

All Finish

12.25pm



CUIKEN PRIMARY SCHOOL

The School Year

School year dates and sessions are attached to this booklet as an appendix.

School Roll

The current school roll for the year 2019/2020 is 243.

Nursery Class

The school has a nursery class which can accommodate 24 full time children and 30 part time children in the morning and 30 part time children and in the afternoon. The nursery is regularly inspected by the Care Commission. A Nursery handbook is available at the school office.

Enrolment

In the case of children starting school for the first time Midlothian Council will contact parents by letter in November with advice on how to enrol their child. Children outwith the school catchment area are required to apply directly to Midlothian Council for a placing request for the school.

During the summer term there will be a variety of transition activities involving children and parents. At the beginning of June parents will receive a letter explaining arrangements for starting school in August

CUIKEN PRIMARY SCHOOL

Communication

During October 2018 a survey was open to the Cuiken family to gather views on our home school communication. The survey was on the school website, social media and discussed at parent consultations and parent council meetings.

- 100% of respondents felt change was needed in relation to communication.
- 100% of respondents preferred a school app, twitter and the school website as methods of communication

Digital interaction is clearly the preferred method of communication for the majority of our community:

What will be on the website?

The website will be used as an online handbook providing new and current families and visitors with information on the school and wider community.

What will be shared on the app?

The app will be the main source for updates, events and newsletters. The message system will replace previous texts from school, the diary will share all upcoming events and the news section replaces what was previously shared on the home section of the school website and newsletters. We have attached a step by step guide on how to download the app and you will also be sent the username and password to allow access.

A HUGE THANKS TO THE PARENT COUNCIL WHO ARE FUNDING THIS NEW APP!

What will be posted on Twitter?

Twitter will be used to share learning and collaborate with others - @Cuiken_Primary

As well as listening to our school community it is important to highlight that this new way of communication will save our school much needed money in the long run. I am sure you are all aware of the challenges around finance within Midlothian Council and the introduction of the app will save thousands of pounds on paper and photocopy over a school year which in turn can be spent on resources, staffing and experiences for our learners. We are also hoping that this will improve communication as we are aware how many letters 'get lost' or end up in the bottomless pit that can be school bags!

We really hope you will support the school with this new initiative and as always we welcome feedback. If you don't have access to the app or have any questions please contact the school office.

CUIKEN PRIMARY SCHOOL

Curriculum

WE ARE CURRENTLY REVIEWING OUR CURRIUCLUM RATIONALE AND DESIGN TO ENSURE A SKILLS BASED, CREATIVE CURRIULUM WHICH IS RELEVANT TO OUR CONTEXT.

Through the Curriculum for Excellence, young people will be given the best possible chance to realise their potential for a successful future. Excellence in education means putting the learner first and equipping every young person with the knowledge and skills most suited to their particular talents and aspirations. A strong emphasis is placed on literacy, numeracy, citizenship, enterprise, health and wellbeing and the essential skills for life and work.

The Curriculum for Excellence aims to develop pupils within the ‘four capacities’.

- *Successful Learners*
- *Confident Individuals,*
- *Effective Contributors*
- *Responsible Citizens*

If you want to find out more about the Curriculum for Excellence there is a website with more detailed information about current developments. It can be found at the Education Scotland site; www.educationscotland.gov.uk .

The curricular areas included within our 3-18 curriculum are:

- Languages
 - Literacy and English
 - Modern Languages
- Numeracy and Mathematics
- Health and Wellbeing
- Sciences
- Social Studies
- Technologies
- Expressive Arts
- Religious and Moral Education

Attainment Levels

Within the Curriculum for Excellence stages of attainment are set out I levels of increasing demand.

Level	Stage
Early	The pre-school years and P1, or later for some.
First	To the end of P4, but earlier or later for some.
Second	To the end of P7, but earlier or later for some.
Third and Fourth	S1 to S3, but earlier for some. The fourth level broadly equates to SCQF level 4.
Senior phase	S4 to S6, and college or other means of study.

CUIKEN PRIMARY SCHOOL

Assessment & Reporting

Teachers carry out assessments on a regular basis to inform them of a child's understanding and to judge what next steps should be taken to help the child progress with their learning.

Standardised tests are carried out at P1,P4 and P7. Standardised results are tracked and monitored to ensure children are making progress and their learning needs are being met.

Pupil reports, which detail pupils' strengths, development needs and attainment levels are issued to parents in March. Parents have the opportunity to attend two parent consultations each year, in addition to this parents may request an additional meeting with the teacher or a member of the Senior Leadership Team at any time.

To ensure effective transitions, each pupil has a personal record containing up-to-date information regarding their progress, which is transferred to any school which the pupil may subsequently attend.

Supporting Our Learners

When a pupil requires additional support in order to access learning, their needs will be identified and addressed using our school pathways system. Some interventions may be short term; others will last longer and may be long term. Pupils may be referred for support from services external to the school, including through a multi-agency forum. Some children with additional support needs will require an strategy sheet, IEP or a Co-ordinated Support Plan. Reviews are ongoing throughout the year for these children and may involve other professionals and agencies. All parents and children will be involved in setting and reviewing targets.

We have 2 Support for Learning Teachers (The Learning Hub) who provide support and advice for staff and parents and are fortunate to have learning assistants providing support for our children in relation to learning as well as health and wellbeing. We work well with a range of other professionals to ensure that children and families are effectively supported. These include; the Education Psychology Service, Speech and Language, Occupational Therapists, the Child and Adolescent Mental Health Service, Community Child Health and Children and Families



Parents are entitled to request additional assessment by contacting the school in the first instance, a request can also be made in writing to the ASN Officer (asnofficer@midlothian.gov.uk), Education and Children's Services Division, Fairfield House, 8 Lothian Road, Dalkeith EH22 3ZG.

CUIKEN PRIMARY SCHOOL

The Council's policy "Education for All" provides a framework for full and effective inclusion of pupils who have additional support needs. Further information is set out in 'Education for All: a guide for parents, carers and young people', and is available from school. The authority keeps the additional support needs of each such child and young person under consideration through the Midlothian Assessment and Planning Staged System (MAPSS) process. The additional support needs of these identified children and young people are recorded on SEEMIS, the authority's secure management of information system.

Organisations specified by Scottish Ministers which provide advice, further information and support to parents of children and young people with ASN are identified under 'The Additional Support for Learning (Sources of Information) (Scotland) Amendment Order 2011' as:

- (a) Children in Scotland: Working for Children and Their Families, trading as "Enquire – the Scottish advice and information service for additional support for learning", a charitable body registered in Scotland under registration number SC003527;
- (b) Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576; and
- (c) Scottish Child Law Centre, a charitable body registered in Scotland under registration number SC012741.

Enhanced Nurture Provision

What is a nurturing approach?

To understand what we offer at Cuiken Enhanced Nurture Provision, it is important to develop a shared understanding of nurturing approaches within schools. Education Scotland (Applying Nurture as a Whole School Approach, Education Scotland and Glasgow City Council) state the following:

A nurturing approach can be applied at both the universal and targeted level and promotes inclusive, respectful relationships across the whole school community, including learners, staff, parents/carers and partners.

Marjory Boxall gave the following description of a Nurture Group: "The emphasis within a nurture group is on emotional growth, focusing on offering broad-based experiences in an environment that promotes security, routines, clear boundaries and carefully planned, repetitive learning opportunities. The aim of the nurture group is to create the world of earliest childhood, build in the basic and essential learning experiences normally gained in the first three years of life and enable learners and young people to fully meet their potential in mainstream schools." (Boxall, 2002 13).

A nurturing approach recognises that positive relationships are central to both learning and wellbeing. A key aspect of a nurturing approach is an understanding of attachment theory and how early experiences can have a significant impact on development. It recognises that all school/ELC settings staff have a role to play in establishing the positive relationships that are required to promote healthy social and

CUIKEN PRIMARY SCHOOL

emotional development and that these relationships should be reliable, predictable and consistent where possible. A nurturing approach has a key focus on the school environment and emphasises the balance between care and challenge which incorporates attunement, warmth and connection alongside structure, high expectations and a focus on achievement and attainment. It is based on the understanding of 6 Nurturing Principles which have been adapted and are outlined below:

- 1. Children's learning is understood developmentally (NP 1)*
- 2. The environment offers a safe base (NP 2)*
- 3. The importance of nurture for the development of wellbeing (NP3)*
- 4. Language is a vital means of communication (NP 4)*
- 5. All behaviour is communication (NP 5)*
- 6. Transitions are important in children and young people's lives (NP 6)*

What do we offer?

At Cuiken Enhanced Nurture Provision we support learners who require specialised and targeted interventions to address their social, emotional and behavioural needs. While we are geographically situated within our own base at Cuiken Primary School, we offer a shared placement within Midlothian and work in partnership with the learner's school, parents/carers and partner agencies.

After considering initial referral information and prior assessment evidence (see Referral information leaflet for more details), a decision will be made as to whether outreach work or a shared placement within the Provision is needed. A plan will be agreed upon as well as the number of weekly sessions that can be offered. For example, the child may attend their base school 4 mornings a week plus a Friday and attend our Provision 4 afternoons a week (transport is provided). The plan will be written in consultation with the child, their family, the school, staff at the Provision and partner agencies. It will be reviewed at regular intervals and include specific targets to support achievement and attainment. The long-term goal will always be to find the best way to allow the learner to access their education within their mainstream class and school.

Who can access a shared placement?

As we are a targeted and specialised intervention, Cuiken Enhanced Nurture Provision is set up for learners who will already have had a wide range of supports and strategies in place for them within their base school(s) over a significant period and are still requiring additional support for their social, emotional and behavioural needs. There will be evidence of different interventions by the school Support for Learning team and Senior Leadership teams. Other professionals such as the Educational Psychologist, CAMHS, Occupational Therapists, Play Therapists, Speech and Language Therapists and Family Support Workers may have also been involved at some level. This ensures that any barriers to learning have already been considered thus enabling the Provision to quickly focus on specific targets and interventions and if appropriate, continue any previous/current multi-agency input.

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Extra-Curricular Activities

At Cuiken Primary School we encourage all pupils to actively participate in the variety of extra-curricular clubs we provide. Some of these run after school and some are during lunchtimes. Physical Activity clubs run through Active Schools, and a variety of other clubs are delivered by school staff. Activities vary from year to year depending on the changing expertise of staff and the interest of children.

School Policies

School policies are available on the school website. A number of school policies are currently being reviewed and updated.

School Improvement

Our 2018/2019 Standards and Quality Report and 2019/2020 Improvement Plan can be found on our school website at <http://cuiken.mgfl.net/> or please request a copy at the school office.

School Uniform

We encourage all children to wear school uniform which consists of:

- Trousers / skirt – grey/navy/black
- Blouse / shirt - white
- Cardigan / jumper/ sweatshirt - royal blue (P1 – P6)
- Hoodie – Jade (P7)

Fleeces, sweatshirts and polo shirts bearing the school badge are available from the school office, or can be ordered via our School Shop on ParentPay. We also have a thrift shop for our Cuiken Family to access uniform at a more affordable cost.

For Physical Education (PE), pupils will require gym shoes, shorts and a suitable top. Please note that for medical reasons, pupils are not allowed to go barefoot, nor may soft-soled shoes be worn if they have been worn outside. For safety reasons, items of jewellery should be removed, especially hoop earrings. For hygiene reasons it is important that children have a change of clothes for P.E. and do not wear the same set of clothes all day.

CUIKEN PRIMARY SCHOOL

Assistance With Clothing And Footwear

The Authority operates a scheme for clothing grants to assist parents in ensuring that a pupil is sufficiently and suitably clad to take full advantage of the education provided. Families in receipt of Income-based Job Seekers allowance, on Income Support or Child Tax Credit but not Working Tax Credit (subject to a maximum annual income), both maximum Child Tax Credit and maximum Working Tax Credit (subject to a maximum annual income) or support under Part V1 or the Immigration and Asylum Act 1999 will automatically qualify for such a scheme. Other cases will be determined according to the personal circumstances of the family. Parents who wish to apply for the scheme should complete an application which is available from the school or the Education and Children's Services Division, Fairfield House, 8 Lothian Road, Dalkeith, EH22 3ZG.

School Meals

For school lunches the children are offered a variety of both hot and cold food. All meals cost £2.10.

Children in Primary 1 to 3 all receive a free meal at lunchtime (Monday to Thursday) and a packed lunch (Friday).

School meals are taken in the dining hall which is supervised by P7 buddies and a member of staff. Children who prefer to bring a packed lunch are also accommodated in the dining room. Menus are issued to parents detailing the choice of meals available.



Under the Education Committee's Policy, children in attendance at schools under the management of the Authority are entitled to free school meals if their parents are in receipt of Income-based Job Seekers allowance, on Income Support or Child Tax Credit but not Working Tax Credit (subject to a maximum annual income), both maximum Child Tax Credit and maximum Working Tax Credit (subject to a maximum annual income) or support under Part V1 or the Immigration and Asylum Act 1999. Children attending certain special schools where eating skills and the midday meal are part of the educational programme also receive free meals. Other cases will be determined according to the personal circumstances of the family. Further information and an application form can be obtained from the school or the Education and Children's Services Division, Fairfield House, 8 Lothian Road, Dalkeith, EH22 3ZG.

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Milk

Milk is provided for all children at a current cost of 17p per day and this money is collected termly or if preferred a payment for the full school session can be made in August. Free milk is available to all children in nursery class and to children whose parents are entitled to free school meals.

In Primary 1 and Primary 2, children are also given a healthy fruit snack free of charge. Children may bring a snack and a drink to school but we do not encourage sweets or 'fizzy' drinks.

Online Payments - ParentPay

The school provides the facility for Parents/Carers to pay for items such as Meals, Milk, Uniform and Trips online. You are issued with login details when your child starts at school. If you would like further information please contact the school office.

Transport

The Authority currently pays the travelling expenses of those pupils attending the district school who live more than two miles from that school.

Bus passes are issued where public transport exists and contract transport is arranged where there is no suitable public transport. Where there are vacant seats on contract buses, these may be made available to pupils who are attending the district school and who are not normally entitled to free transport; however a charge may be made for this service.

Transport costs are also met in the case of any pupil whom the Authority requires to attend other than the district school, if the pupil meets the distance qualification. Where appropriate, free travel is provided for pupils receiving special education.

Consideration may also be given to requests for assistance with travel in exceptional circumstances, e.g. where the road between home and school is deemed dangerous by the Authority, and where there is no public transport available.

Parents who choose to send their children to a school other than the district school will not receive assistance in relation to travel to and from school.

The service is managed by the Travel Team within Commercial Services. For further information please contact Debbie Hunter, Education Transport Officer on 0131 561 5453.

CUIKEN PRIMARY SCHOOL

Home Learning

We have been gathering stakeholder views in relation to homework after it became apparent that we needed some focussed work on this subject. We planning to use a system across the school from Oct-Dec 19 and gather feedback to plan next steps.

Playground Supervision

We have playground supervisors on duty during morning breaks and lunchtime. We also have P7 Playground Leaders in the playground who assist younger children at breaks.

Key Steps to building positive relationships

3 school rules

- Be safe
- Be kind
- Aim high

2 school routines for visible consistency

- Meet and greets
- Recognition board

Our agreed forms of recognition

- Recognition boards – class/school
- Fabulous Friday
- Positive postcards sent home
- Positive feedback to grown-ups

Our agreed steps for repair

- A private reminder of the 3 school rules
- A private caution –‘Think carefully about your next choice’
- A private 30 second intervention
- Thinking time in class (all classes to have area)
- Thinking time out of class
- Repair – restorative conversation
- Discussion with grown-ups and SLT

CUIKEN PRIMARY SCHOOL

Wider Achievement

It is important that we recognise and celebrate our children's achievements. There are termly wider achievement assemblies and our aim is to ensure ALL children have a wider achievement celebrated by the end of each school year!

Bullying

Bullying is taken very seriously at Cuiken. We encourage parents and pupils to report all instances of bullying and these are dealt with immediately. All children have a right to enjoy their school years free of intimidation.

Child Protection

The Council has a range of duties and responsibilities in relation to the child protection procedures for all pupils which includes having regard for their right to be protected from harm and abuse. The school's duties and responsibilities for this are set out in the Edinburgh and Lothian Child Protection Committee's "Child Protection Guidelines" which are used by all Midlothian schools and our partner agencies.

"In circumstances where a school has a significant concern that a child or young person has, or is at risk of being harmed or abused, the school is required to pass information to the Police, Social Work Department and Health colleagues who have a legal duty to investigate further. While we always endeavour to work in an open manner with parents and guardians, there are some circumstance when it may not be appropriate to inform the parent or guardian that a Child Protection referral has been made or that information has been passed on to these agencies. Under these circumstances, the decision as to when and how parents and guardians will be informed is the responsibility of the Police, Social Work and Health Services as part of their investigation and the school will be informed by these services of the action that they have taken.

Should you wish to discuss this or any associated matter further, please contact the Head Teacher.

CUIKEN PRIMARY SCHOOL

Health & Safety

The Education Division has prepared policy statements on Health and Safety for all areas of its responsibility in accordance with the Health and Safety at Work Act 1974. School staff are fully instructed in their responsibilities in this respect, and safety regulations apply to all aspects of school life, both on and off the premises. It is expected that pupils will behave responsibly and comply with all safety requirements. The support of parents in promoting good practice in health and safety matters is of great importance to the school.

Cuiken Primary School has an access control system. All visitors to the school are issued with visitor badges.

In addition, with regard to children's safety, the following points are reinforced:-

- Pupils must stay within the school grounds at interval and lunchtime, unless they are going home for lunch.
- The school should be informed if a child will be leaving school for lunch.
- All pupils who have to cross Cuiken Terrace on their journeys to and from school must cross via the 'Lollipop Person' at the school gates.
- If a child has an appointment during school time then someone **must pick the child up from school**. We do not permit children to leave school during school hours by themselves.

Employment of Children

Children under the statutory school leaving age can only be employed within the terms of the Council's bye-laws on the part-time Employment of Children. These bye-laws do not permit the employment of children under 14 years of age, except in specific categories; for those over that age there are limits on the hours and type of employment which are allowed. Parents and employers must both complete an application form for an employment permit before the employment begins.

Further details can be obtained from the Education and Children's Services Division, Fairfield House, 8 Lothian Road, Dalkeith, EH22 3ZG.

Car Park

We have a School Travel Plan which is available to all parents/carers. Pupils should not walk through the school car park but use the paths which lead to the playground. To avoid congestion parents who must bring their child to school by car are asked not to park in the immediate area around the school. As a health promoting school we encourage children to walk, cycle or scoot to school whenever possible.



CUIKEN PRIMARY SCHOOL

Occasional And Emergency Arrangements

In the event of your child becoming unwell, or on very rare occasions when the school might have to close early without prior warning to parents. It is important that pupils should know exactly where they can go if their parents are not at home. ***Please notify the school immediately of any changes in emergency contact details.***

Attendance / Absence

Parents are responsible for ensuring their child attends school regularly.
We have a clear attendance policy which is highlighted below.

ATTENDANCE

Mrs Dickson to monitor monthly.

When pupil falls below 90% they will be added to our monitoring spreadsheet and you will receive a phone call. This call is to be logged and attendance rate to be reviewed in in a month's time.

IF THERE IS NO IMPROVEMENT

Mrs Dickson will discuss these further concerns with Mrs Bond and you will be invited in for a meeting. This meeting is to be logged and attendance rate to be reviewed in in a month's time.

If these supports are still not having the desired impact or if the attendance rate falls further a referral would be made to Children and Families Social Work Department

CUIKEN PRIMARY SCHOOL



Every school day counts

100% attendance	0 days missed	Excellent	Gives a child the best chance of success and gets them off to a flying start
95% attendance	9 days of absence, 1 week and 4 days of learning missed	Satisfactory	
90% attendance	19 days of absence, 3 weeks and 4 days of learning missed	Poor	Less chance of success. Makes it harder to progress
85% attendance	27 days of absence, 5 weeks and 3 days of learning, almost half a term, missed	Very Poor	Serious implications on learning and progress
80% attendance	36 days of absence, 7 weeks and 3 days of learning, half a term, missed	Unacceptable	
75% Attendance	45 days of absence, 9 weeks and 1 day of learning, almost 1 whole term, missed	Unacceptable	

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When pupils are taken out of school during term time, this can have a significant effect on their progress and we strongly encourage parents to take holidays whenever possible during the school holiday periods.

Children who are late in the morning should enter the school by the main entrance.

We realise, however, that there will be occasions when your child is unable to attend school. The following information tells you what to do on such occasions. It also tells you how the school may respond when your child is absent. By following the guidelines below, you will help us to make sure that your child is safe.

What do I do if I know my child is going to be absent from school, for example to see a doctor or orthodontist?

You should tell the school the date(s) and the reason, as soon as you know. That way, the school will know not to expect your child on that date. You can tell them by letter or e-mail. These are the most efficient methods.

What do I do if my child is going to be absent today, for example, because he/she is unwell?

You should tell the school before 8.45am. Then the school will know not to expect your child to arrive. You can tell them by phone or e-mail (cuiken_ps@midlothian.gov.uk). The school's contact details are at the front of this booklet.

We would emphasise that in this situation it is up to you to contact the school. The school will try to contact you if the Head Teacher has reason to believe that you might not know that your child is not at school, but you should not rely on the school phoning as a matter of course. Any calls the school makes about absences will be made after 9.20am. If there is an unexplained absence for your child then the main contact will receive an automated text message advising of this. Someone should then call the school to inform us that you are aware of the absence.

What if my child goes missing from school in the course of a day?

This is unlikely, but if it happens, the school will phone you or the emergency contact whose name and contact numbers you have supplied to the school.

Can I be sure that the school knows how to contact me if it has to?

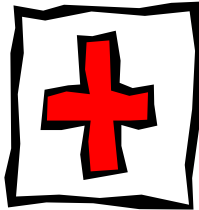
Only if you have given the school your up-to-date contact details. For example, if your contact number is a mobile, and you change your mobile number, you must tell the school. Please do not just assume that the school will find you somehow.

We have tried to make this as clear as possible, but if there is anything you do not understand, or if you want to discuss any issues to do with your child's attendance at school, please contact the Head Teacher. Please remember that these arrangements are to keep your child safe. We thank you for your help in this.

CUIKEN PRIMARY SCHOOL

Medical Care

It is important that the school is made aware of any special medical conditions your child may have. It is vital that the school has up-to date information regarding medical arrangements. Forms available from the school office must be completed for administration of any medications. The school should be notified of any contagious conditions which your child may catch.



Throughout their time at school a team of specialist Health Service and Education staff will be seeing children as part of a planned programme to make sure that they benefit as much as possible from all that school has to offer, and to help prepare them for life after leaving school. The school health service is part of Midlothian's Community Child Health Service and has direct links with those who carry out health checks on children before they start school.

Many different services are provided. The issue of maintaining confidentiality is taken seriously by the School Health team at all times. The staff involved make every effort to work closely with parents and with others who are caring for your child, both at school and in other branches of the Health Service. Some of the services, e.g. testing of vision in Primary 1, are normally provided to all children on a routine basis to discover which children may need further tests or treatment. Parents are not necessarily notified at the time of these screening tests and any parent who does not want a child to be included should notify the school at the beginning of the session. Naturally, if treatment is thought to be required, parents will be informed and consent requested. If you have any concerns about your child's vision please contact the school nurse who will arrange to test vision or alternatively you can take your child to a local optician (optometrist).

Some of the staff concerned and the parts they play are as follows:-

The school nurse is the lead professional in mainstream schools in Midlothian. School nurses are involved with health promotion and education, prevention of ill health, immunisation, health surveillance and screening. The school nurse may be helped by a health assistant and have close working links with Community Paediatricians.

The school nurse reviews the notes of all children in Primary 1 as well as those of all new entrants. A member of the school health team measures their growth and tests vision. The school nurse will assess these measurements and results. In addition she may review children who are referred either by parents, teachers or other health professionals at any stage in their school life.

Every opportunity is taken to provide pupils with access to confidential support and advice from the school health team throughout their school career.

Parents are also asked to complete a health questionnaire about their child at Primary 1 and Primary 7. Any specific conditions can be raised at that point.

CUIKEN PRIMARY SCHOOL

If you have concerns about your child's hearing the school can refer him or her to the appropriate specialist directly.



The Speech and Language Therapist can provide assessment and, if necessary support if you, a teacher, your GP or the school doctor feels that your child may need help with communication. Appointments are normally arranged at the local Speech and Language Therapy clinic with follow-up at school if required. Speech and Language Therapists work closely with school staff and support is often provided as part of a Learning Support programme.

Any enquiries concerning the provision of dental services should be made to Community Dental Service, 44 Pinkie Road, Musselburgh, EH21 7HA (Tel: 0131 665 0052)

We hope that the School Health Service can, together with yourselves, contribute to your child's overall well-being and development. Please do not hesitate to arrange through the Head Teacher to see the school doctor, school nurse or the health visitor if you want any information.

When a child falls ill or has an accident during the school day, a parent or the emergency contact is notified and should make arrangements for the child to be collected. It is necessary for parents to inform the school of any special medical conditions or requirements, particularly conditions which may require essential or emergency administration of medication. If your child requires medication during the school day, parents are required to sign a consent form (held in the school office) giving permission for a member of staff to administer the medication.

Where a child has a contagious condition which may lead to others being affected, parents should notify the school.

Cuiken Partnership

The Scottish Schools (Parental Involvement) Act 2006 requires the Education Authority to support the establishment of a Parent Council for every primary, secondary and special school.

The Act aims to help all parents to be:

- Involved in their child's education and learning
- Welcomed as active participants in the life of the school; and
- Encouraged to express their views on school education generally and work in partnership with the school.

Parent Council members are selected from the members of the Parent Forum which is made up of all the parents with children in attendance at the School. A sub-group of the Parent Council are also active in organising fundraising events throughout the school year.

CUIKEN PRIMARY SCHOOL

Moving to High School

Pupils at Cuiken Primary School normally transfer to:

***Penicuik High School
Carlops Road
PENICUIK
EH26 9EP
Tel. No: 01968 674165.***

Parents are notified by Midlothian Council during December of the P7 year and given the opportunity to exercise their choice of High School. To facilitate transfer, pupils spend two days during the summer term in Penicuik High School and High School staff visit P7 pupils and teachers prior to transfer. Primary 7 pupils also have the opportunity to attend a transition camp where they attend with pupils from the various feeder primary schools. Primary 6 and Primary 7 pupils are involved in various activities at Penicuik High School and there are also opportunities for Primary 7 parents to attend various information events at the High School. (Information regarding these events will be sent via your child).

Out of School Childcare Services (also called After School Clubs)

All Primary Schools in Midlothian are served by one of the Out of School Childcare Services (also called After School Clubs) that operate in Midlothian. The Out of School Childcare Service will either operate in or close to the Primary School or provide a pick up and drop off service. For further information on Childcare (including After School Clubs, Childminders, Wrap Around Care, Day Nurseries and Playgroups) and pre-school education in your area contact the **Midlothian Childcare Information Service on 0131 271 3754, e-mail childcare@midlothian.gov.uk or visit www.scottishchildcare.gov.uk**

Gifts

We would like to discourage gifts as this can put pressure on our children and their families. Schools know that supporting families who face financial difficulties to take part in the life of the school community is an important part of our responsibilities and great work is already being done across all Midlothian schools to reduce costs to families, to assist where hardship prevents participation in curriculum or extracurricular activities and to avoid stigmatisation. In Midlothian 22 % of our children live in families who fall into poverty (defined by the Government as households living on less than 50% of UK average income).

Complaints Procedure

Parents and the School

Parents and schools separately can do a great deal to assist children's educational development; together, they can achieve even more.

We will keep you informed of your child's progress and we will deal confidentially with any information which will help us in planning her/his education.

We will keep you informed of our policies and procedures and will consult you whenever a significant change is contemplated.

We rely on your support and we welcome your comments on the school.

If you are concerned about ...

... a particular aspect of our work, please arrange an appointment to discuss the matter with the Head Teacher in the first instance. Where appropriate, the Head Teacher may nominate another senior member of staff to act on her behalf.

The Head Teacher will listen carefully to what you have to say, establishing clearly the issue(s) of concern and, if appropriate, providing you with any relevant information.

In some cases, your concerns can be dealt with immediately; other matters may require more extended investigation.

In any event, the Head Teacher will notify you, normally within five working days, of the school's response.

It is anticipated that, in most cases, the above steps will result in a satisfactory solution for all concerned.

If you are dissatisfied with the school's response ...

... please notify the Head Teacher that you wish to pursue the matter further.

She will either review the proposed action or notify you of the appropriate officer* of the Education Authority whom you should contact (* see attached useful addresses).

Contact the named officer by telephone or by letter at Education and Children's Services Division Headquarters.

The Parental Liaison Officer will investigate the matter and endeavour to resolve any difficulties. He/she will report the outcome to you, normally within five working days of being contacted.

Nearly all matters of concern are resolved through the above procedures. If you remain dissatisfied, please contact again the officer involved at stage 2; he/she will review the situation and/or indicate what other avenues are open to you.

In all cases, final appeal can be sought through the Chief Executive's office.

CUIKEN PRIMARY SCHOOL

Useful Addresses

Chief Executive	Grace Vickers	0131 271 3002
Director, Education, Communities and Economy (PA Cathy Lailvaux)	Mary Smith	0131 271 3718
Interim Head of Education (PA Nicola Cairncross)	Joan Tranent	0131 271 3719
Head of Children & Families (PA Lorraine O'Malley)	Joan Tranent	0131 271 3721
Schools Group Managers	Nicola McDowall Julie Fox Andrew Sheridan	0131 271 3726 0131 271 3725 0131 271 3701
ASL Manager	Jennifer Allison	0131 271 3737
Principal Educational Psychologist	Leisa Randall	0131 271 6686
Manager, Lifelong Learning	Alasdair Mathers	0131 271 3438
Education Support Officer, SEIC	Christine Rendall	0131 271 3724
Placing Requests, and Primary School Swimming Programme	Yvonne McNeill	0131 271 3733

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Useful Addresses cont'

Education Maintenance Allowance		0131 271 3772 0131 270 6765
Free School Meals and Clothing Grants		0131 271 3655
School Lets	Business Services Support	0131 271 3705
Parent Councils	Shona Mackie	0131 271 3739
Home to School Transport Section	Debbie Hunter	0131 561 5453
Early Years Manager	Rob Beal	0131 271 3694

Accuracy of Information

The information in this booklet is accurate at the time of compilation, but parents appreciate that changes may take place. Every effort will be made to keep you informed of any changes via letters to parents and Newsletters.

CUIKEN PRIMARY SCHOOL

MIDLOTHIAN COUNCIL SCHOOL

SESSION DATES 2019 /20

TERM 1	Staff Resume	Thursday ** 15 August	2019
	Pupils Resume	Monday 19 August	2019
Mid Term	Autumn Holiday	Monday 16 September	2019
	<i>Staff Resume</i>	<i>Tuesday* 17 September</i>	<i>2019</i>
	Pupils Resume	Wednesday 18 September	2019
	All Break Friday	11 October	2019
	<i>Staff Resume</i>	<i>Monday** 21 October</i>	<i>2019</i>
	Pupils Resume	Wednesday 23 October	2019
	Term Ends	Friday 20 December	2019
TERM 2	Staff Resume	Monday* 6 January	2020
	Pupils Resume	Tuesday 7 January	2020
Mid Term	All Break	Friday 7 February	2020
	All Resume	Monday 17 February	2020
	Term Ends	Friday 3 April	2020
	<i>Good Friday</i>	<i>10th April</i>	<i>2020</i>
	<i>Easter Monday</i>	<i>13th April</i>	<i>2020</i>
	All Resume	Monday 20 April	2020
TERM 3	May Day	Friday 8 May	2020
	Victoria Day	Monday* 18 May	2020
	Term Ends	Friday 26 June	2020

* **Staff In-Service Days:** Thursday 15th & Friday 16th August 2019, Monday 21st October 2019, Monday 6th January 2020 & Monday 18th May 2020 ***Tuesday 17th September & Tuesday 22nd October***