



School Handbook

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Dear Parents, Carers and Families,

Welcome to Halyrude Primary School and to what we hope will be a long, happy and productive association with our school.

Coming to a new school or to school for the first time is an exciting experience. We will work in partnership with you to support your child in all aspects of their learning and wellbeing.

The purpose of this booklet is to provide you with key information regarding Halyrude Primary School.

Please look at our school website, our Facebook page and Twitter feed for up to date information on what is happening in school.

Please do not hesitate to contact us if you would like more details or guidance or if you would like to visit us here at school.

Disclaimer

The information contained within this booklet is correct at the time of printing (November 2021). It is possible that some changes may occur throughout the school year.

Leigh Brunton

Head Teacher

Section One

Our School

Halyrude is a Roman Catholic primary school based in the beautiful Scottish Borders town of Peebles. We are a faith school and welcome children of all faiths and none.

We pride ourselves on our warm and welcoming ethos and we work hard to give our children a nurturing experience where everyone's contribution is recognised and valued. Staff in Halyrude have very positive partnerships with parents, carers, the church and local community and are committed to providing excellent learning experiences for all.

We are very lucky to have such an attractive learning environment. It is a warm, spacious and welcoming place to learn. We also have extensive school grounds and plenty of space to play and have fun! We have been developing our gardens and enjoy frequent opportunities for playing and learning outdoors.

Our School has five classrooms, a library, general purpose room, dining hall and gym hall. We also share our building with the Leader Valley Enhanced Provision at Peebles which supports children from Tweeddale schools with additional and complex needs.

We work closely with our families and have a supportive Parent Council who meet regularly and a social committee who plan events for the school community to enjoy.

The children benefit greatly from clubs run in school by our staff and sporting organisations such as Live Borders. We also take part in all local community and sporting events.

Vision, Values and Aims

Vision

Learning to succeed and care

Values

- Achieving
- Included
- Respectful

Halyrude Primary School is a Rights Respecting School. This means that we uphold the UNICEF values based on the United Nations Convention on the Rights of the Child. The children in school are learning about their rights and how they relate to the wellbeing indicators of safe, healthy, achieving, nurtured, active, respected, responsible and included. (See section seven)

Church Partnership

We work in partnership with our Parish, St Joseph's in Peebles and St James in Innerleithen. Our Parish priest Father Tony Lappin visits school regularly to work with classes and we hold monthly masses either in school or in church (during non-Covid times). We also work with the Parish to support children who are preparing to receive the sacraments of Reconciliation, First Holy Communion and Confirmation for the first time.

Section Two

Practical Information

The School Day

Monday - Thursday	
Playground Supervisor on duty	8.30 am
School begins	8.45 am
Interval	10.30 – 10.45 am
Lunch break	12.10 – 1.00 pm
School ends	3.20 pm
Friday	
Playground Supervisor on duty	8.30 am
School begins	8.45 am
Brunch	10.45 – 11.15 am
School ends	12.15 pm

For term dates please click on this link:

https://www.scotborders.gov.uk/info/20009/schools_and_learning/621/term_holiday_and_closure_dates



Admission and Enrolment

- Parents from the area wishing to enrol in P1 will be prompted to apply online by advertisements placed in the local press in November when an enrolment week will take place. Notices are also placed online and in the Church Bulletins of St. Joseph's Peebles and St. James' Innerleithen.
- Children who are five on or before the 28th February (29th on a leap year) are eligible to begin school in the August.
- Children will be invited to attend transition visits in school before the session begins in August. There will also be a parent meeting in early summer which may be online.
- We welcome families at any point during the school year if they are considering enrolling their child in Halyrude and wish to meet us and look around our school. Please contact the school office on 01721 720238 if you wish to make an appointment.

School Uniform

The wearing of school uniform encourages a sense of identity for every child to belong to the school family. We ask that parents give their full co-operation in ensuring that their child wears his/her school uniform every day in P1-P7. When pupils are representing our school in the community school uniform must always be worn.

A wide range of uniform items are available for purchase at Castle Warehouse, Old Town, Peebles. Brown&out, a local firm at South Park, Peebles also supply uniforms. You should register and purchase items on their website www.browncandout.co.uk. Our Parent Council receive a percentage of each sale from Brown&out. Our school colours are

green and gold – we suggest children wear a white or yellow polo shirt, a school sweatshirt/cardigan, a grey or green skirt or dress, a summer dress or grey or black trousers. School fleeces & waterproof jackets are also available. Shoes should be black. PE uniform is a plain white T/polo shirt, black shorts and black gym shoes.

Lost Property

The lost property box is situated at the pupil exit. It is the child and parent's responsibility to retrieve lost property. It is essential that all items of clothing worn at school are named so that they can be returned if they are found in school.

Clothing Grants & Free School Meals

If you think your child qualifies for Clothing Grants/ free school meals due to family circumstances please apply via Scottish Borders Council's website www.Scotborders.gov.uk or call 0300 100 1800.

School Meals

Children may go home for lunch, bring a packed lunch or have a school meal. Lunches are ordered via an online ordering system ParentPay www.ParentPay.com. Activation codes to register for ParentPay are provided by the school once a child starts school. Current prices and menus can be found on Scottish Borders Council's website www.Scotborders.gov.uk. If a child has any particular dietary requirements, perhaps because of religious belief or health reasons, please contact the school where you will be asked to complete a registration form. This will then be sent to Council Headquarters for the Food & Nutrition Coordinator to deal with and contact you.

Currently all P1-5 pupils are entitled to receive free school meals as part of a Government initiative. These meals still have to be ordered via the ParentPay system.

Children having lunch in school must not leave the playground unless the school has received, and authorised, a written request from a parent/carer. Children may also bring a packed lunch to school in a suitable named container. Parents are asked not to include glass bottles. Please note we are a nut free school due to allergies.



Snacks and Drinks

Children are encouraged to bring a small snack for eating at morning break. They are also asked to bring a water bottle filled at home with water only, no juice. The children will have the opportunity to fill their bottles at school if required. Children may bring juice to have at lunch time if they are having packed lunch but please do not send fizzy juice. Thank you.

Tooth brushing

All classes in school normally brush their teeth once per day. This is supported by the Child Smile Service. Due to the pandemic, we are not brushing teeth at present but we hope to resume in future.

Playground Arrangements

Children are invited to play with loose parts play in the section of rear playground behind the fence in the morning. Playground supervision is available from 8.30am. When the bell rings at 8.45am the children make their own way into school. This is via the rear door for younger classes and the main reception door for the upper school classes.

At the end of the day, children will leave the building via the door at the front of the building if they are in the younger classes and the main door if they are in the upper school.

At break and lunch, children use the playground at the back of the building.

Transport

There is a bus which travels from Innerleithen via Cardrona. Please contact the school if you wish to enquire about a place on the bus for your child.

Halyrude Primary School has a policy for Safe Routes to school. We encourage walking and cycling to school. Parents who bring their children to school by car are asked to park thoughtfully in the streets surrounding the school. Police have and will challenge those who park on yellow zig-zag lines as these are positioned to ensure our pupils' safety. We promote safety on our roads with our Junior Road Safety Officers.

School Staff List 2021-2022

Headteacher	Mrs Leigh Brunton
Principal Teacher	Mrs Margaret Thomson

Teaching Staff

Primary 1/2	Mrs L Pearson
Primary 3/4	Miss C Prenton & Ms C Bony (Thursday)
Primary 5/6	Miss J Purves & Mrs C Mafarlane (Wednesday)
Primary 6/7	Mrs M Thomson & Miss J Purves (Wednesday)

Support for Learning	Mrs J Hughes
P.E.	Mr R Davidson
Music	Mrs A Inglis
Outdoor Learning	Mrs C Macfarlane

Support Staff

School Administrator	Mrs C Learmond
Additional Needs Assistants	Mrs S Hood, Mrs T Logan, Mrs S MacNeish, Mrs K Peterson, Mrs J Mackay, Ms R. Elvin, Ms S Russell, Ms H Wallace
Classroom Assistant	Mrs S MacNeish
School Meals	Mrs C Turnbull
Playground Supervisor	Mrs N McGarry
Peripatetic Janitor	Mr S O'Hara
Cleaners	Mrs N McGarry Mrs L Simpson Mr G Scott

Transition Arrangements

Pre-School:

There will be frequent opportunities for children to visit Halyrude and school staff liaise closely with pre-school staff to ensure that all appropriate information is gathered to ensure a smooth, safe and happy transition into our school.

Secondary Provision:

When our children leave Halyrude, they normally transfer to Peebles High School. Their contact details are: 01721 720291 or peeblehs@scotborders.gov.uk

Halyrude staff work closely with staff at Peebles High School to ensure a smooth transition for all our pupils. Additional meetings will be held for children who require enhanced transition arrangements.

School term dates:

Please click on the following link for up to date term dates for this year and future years:

https://www.scotborders.gov.uk/info/20009/schools_and_learning/621/term_holiday_and_closure_dates

Section Three

Health, safety and data protection

DATA PROTECTION

Scottish Borders Council is a local authority established under the Local Government etc. (Scotland) Act 1994 and its headquarters is based at Newtown St Boswells, Melrose TD6 0SA. You can contact our data protection officer by post at this address, or by email at: dataprotection@scotborders.gov.uk , or by telephone – 0300 100 1800.

Why we need your information

Every child of school age has the right to be educated. A child is of school age if he/she has attained the age of 5 but has not attained the age of 16 years. The term “young person” applies to a pupil over school age, but who has not attained 18 years. The education authority has a duty to provide education to any young person who is still a school pupil.

We need to collect, use and store personal information about you and your child/ren to enable us to provide your child/ren with an appropriate education. We provide these services to you as part of our statutory function as your local authority under:

- The Education (Scotland) Act 1980, Education (Scotland) Act 1980
- The Education (Placing in Schools etc. Deemed Decisions) (Scotland) Regulations 1982
- The Standard in Scotland's Schools Act 2000
- Education (Scotland) Act 2016

We also use your information to verify your identity where required, contact you by post, email or telephone to maintain our records.

Who we will share information with

We will share information with health and wellbeing services and may share information with other external agencies and organisations who provide or assist with educational provision and with online payment solution providers.

- The [Scottish Government](#) for examination, career guidance and monitoring purposes.
- ParentPay, ESP Systems and CRB to allow the school to offer cashless catering and to receive payment for school trips and events;
- Groupcall to allow the school to communicate with you;
- The NHS for health monitoring;
- Netmedia to enable the online arrangement of parents evenings;
- Internal Scottish Borders Council departments to allow the provision of catering and transport.

On each occasion, the recipients are bound to the terms of a Data Sharing Agreement and accordingly will only use your child's data for the specified purpose. This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full [privacy statement](#) on our website.

We are also legally obliged to share certain data with other public and regulatory bodies such as Education Scotland, Police and NHS will do so where the law requires this.

Your information may also be shared and analysed internally in order to provide management information, inform service delivery reform and similar purposes to meet our duty to achieve best value and continuous service improvement.

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.

How long do we keep your information for?

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We will retain a copy of your child/ren's educational record up until they reach the age of 25.

Photographs/videos

Photographs and videos may be taken by staff in the school, media and other parents for a variety of reasons for example Sports Day, celebrations of achievement, charity events, excursions etc. The school your child attends may wish to display or show photographs or videos taken by themselves, in print, in various locations or by electronic means such as a website. Likewise the media or other parents may wish to use the images of pupils in various ways. We ask you at the time your child enrolls at one of our schools if you are happy for images of your child to be used in this way and we try to ensure you are aware of, and understand, such possible use of your child's image and that you have consented.

Any permission given will remain in force during your child's primary and secondary schooling until you indicate that you wish to withdraw your consent. You can do this by contacting the head teacher of your school as soon as possible.

Your Rights

You have the right to request access to any personal data held about you by the Council. You can also request that we restrict the use of your information or even object to any further processing. You can do this by contacting the Data Protection Officer using the contact details

provided above. We will respond to your request within thirty calendar days.

For more information on your rights please visit our website <http://www.scotborders.gov.uk/DPYourRights> or if you would like a hard copy of this information, please contact us using the contact details provided above.

Complaints

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact our Data Protection Officer by email at dataprotection@scotborders.gov.uk or by telephone on 0300 100 1800.

However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, who can be contacted by post at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

You can visit their website for more information

<https://ico.org.uk/make-a-complaint/> .

If your complaint is not about a data protection matter you can find details on how to make a complaint on our website:

https://www.scotborders.gov.uk/info/20016/have_your_say/155/make_a_complaint/1

Transferring Educational Data about Pupils

Education authorities and the Scottish Executive Education Department (SEED) have collected data about pupils on paper forms for many years. We are now working together to transfer data electronically through the ScotXed programme.

What pupil data will be collected and transferred?

Data on each pupil is collected by local authorities and SEED. The data collected and transferred covers areas such as date of birth, postcode, registration for free-school meals, whether a pupil is looked after by his/her local authority, additional support needs including disability, attendance, absence and exclusions from school. Pupil names and addresses are collected by their school and education

authority but they are not passed to SEED. Your postcode is the only part of your address that is transferred. Data is held securely and no information on individual pupils can or would be published by SEED

Providing national identity and ethnic background data is entirely voluntary. You can choose the 'not disclosed' option if you do not want to provide this data. However, we hope that the explanations contained in this message and on our website will help you understand the importance of providing the data.

Why do we need your data?

In order to make the best decisions about how to improve our education service, SEED and education authorities need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better exam results. Accurate and up-to-date data allows SEED, education authorities and schools to:

- plan and deliver better policies for the benefit of all pupils,
- plan and deliver better policies for the benefit of specific groups of pupils,
- better understand some of the factors that influence pupil attainment and achievement,
- target resources better.

Your data protection rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This message can give only a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website (www.scotxed.net).

SEED works with a range of partners including HM Inspectorate of Education and the Scottish Qualifications Authority. On occasion, we will make individual data available to partners and also academic institutions to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control and prior agreement of the Data Access Panel in SEED, which will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual.

Concerns

If you have any concerns about the ScotXed data collections you can email the Senior Statistician, Peter Whitehouse, at:

Peter.Whitehouse@scotland.gsi.gov.uk or write to The ScotXed Support Office, SEED, Area 1B, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, braille and large print.

Want more information?

Further details about ScotXed data exchanges are available on the ScotXed website, www.scotxed.net

Scotxed Collections

Scottish Local Authority schools collect pupil and teaching staff data each year for statistical analysis by the Scottish Government (the ScotXed data collections). More information on the type of information collected and what is done with it can be found using the following link.

<http://www.gov.scot/Topics/Statistics/ScotXed/SchoolEducation/ESPrivacyNotices>

Security

Our school operates a secure entry system. If you wish to come into the school, please ring the buzzer at the main entrance and a member of staff will let you in. All visitors are asked to sign in and wear a visitors badge so that all staff and children know that they are authorised to be in school and also for fire regulations.

Fire Drills

Each classroom and communal area has a fire escape plan on display. Fire drills happen once per term throughout the school year and our fire alarms are tested each week after school.

Child Protection

Mrs Brunton and Mrs Thomson are our child protection co-ordinators.

Keeping our children and young people safe in the Scottish Borders

CHILD PROTECTION

- Our settings in the Scottish Borders work hard to keep our children

and young people safe - all children and young people have a right to feel safe within the setting, home and community.

- Within our setting we strive to provide a safe, secure and nurturing environment for our children and young people, which promote inclusion and achievement.
- All staff in Education have a statutory and professional responsibility to take action if we have reason to believe a child is suffering, or is at risk of abuse.
- Our [Scottish Borders Child Protection procedures](#) set out what we will do if we have reason to believe a child is being abused or is at risk of abuse, either within the home or the community. These procedures are designed to ensure that children and young people get the help they need when they need it.
- All staff are aware of their child protection responsibilities and every year all staff in our setting attend a child protection update.
- Many of our staff undertake additional multi-agency child protection training.
- Every setting has a Child Protection co-ordinator who has the responsibility for overseeing child protection concerns as well as those young people who are care experienced within the setting.
- The Child Protection co-ordinator for the setting is.....

[What to do if you have a child protection concern?](#)

It's everyone's responsibility to protect children.

If you have any concerns that a child is being harmed or is at risk of harm, please call without delay

01896 662787 (Duty Children and Families Social Work Team)

01896 752111 (Out of office hours that covers all areas)

Emergency contact

If you consider a child or young person is in immediate danger, call the Police on 999 immediately

[Need more information about keeping our children and young people safe?](#)

This [link](#) takes you to the Scottish Borders Child Protection Committee online website where you can find some suggested links to websites to better inform you about safety issues such as Internet safety and Child Sexual Exploitation as well as letting you know about opportunities for training in Child Protection. You can also find the Scottish Borders Child Protection Procedures on this website.

<http://onlineborders.org.uk/community/cpc>

Mobile Phones

We understand that many parents wish their children to bring a mobile phone to school, especially if they are walking to school by themselves. We do however require all children to give their mobile phone to the class teacher on entry to class so that it can be kept securely until the end of the school day. Mobile phone use is not permitted in school or in the school grounds.

Section Four

Communication

We aim to keep all parents fully informed about events or developments at Halyrude through monthly newsletters, school Facebook, Twitter, Groupcall e-mail and the X-pressions app. Please ensure the school has your up to date mobile number and email address to receive communications as we do not send paper copies.

Class teachers are happy to discuss concerns parents may have about their child but are unable to do so during teaching time without a prior appointment as class cover would have to be arranged. Parents are asked to contact the class teacher for an appointment using their child's homework diary or alternatively, office staff will gladly arrange for parents to make an appointment with the class teachers or Head Teacher to discuss any concerns parents may have. Please telephone 01721 720238 or email HalyrudePS@scotborders.gov.uk

Find us on Facebook: Halyrude Primary School

Find us on Twitter: @HalyrudePS

Our website: www.halyrudeprimary.com

There are two formal Parent Teacher consultations held each year as well as regular open mornings and afternoons.

Complaints

If you have a concern or complaint, please contact the school in the first instance and we will arrange to meet with you to discuss your concerns. If you are unhappy about the way your complaint has been dealt with you can contact Scottish Borders Council through their complaints procedure.

https://www.scotborders.gov.uk/info/20016/have_your_say/155/make_a_complaint

Absence

Parents are responsible for ensuring that their child attends school regularly. Good attendance at school is necessary for children to progress in their learning. If we have concerns about your child's attendance, we will discuss this with you.

Parents should either telephone/text - 01721 720238/ 07860 049576 or email the school HalyrudePS@scotborders.gov.uk between 8.30 am and 8.45 am on the first day of their child's absence. A telephone call is also vital if your child is unable to return to school after lunch. If a telephone call is not received and your child is absent a text message will be sent to you via the Groupcall System to alert you of the absence.

It may be necessary from time to time for parents to take children out of school during the school day, e.g. for dental or medical appointments. In such circumstances children will only be allowed to leave school if an adult comes to collect them. A written note explaining that this will happen should be given to the class teacher on the morning of the appointment. It is important that children develop the habit of being punctual. A record of lateness is kept on the school pupil database.

**Parents are discouraged from taking holidays during term time.
Absences for holidays are extremely disruptive to the child in question and indeed to others in his/her class.**

The Scottish Executive has issued instructions that the majority of family holidays taken during term time should be categorised as unauthorised absence. Only in exceptional circumstances (e.g. following bereavement can a family holiday be authorised).

Parents cannot be given permission by the Headteacher to take holidays in term time. If parents choose to make this decision they should inform the school in writing and their child will be marked in the register as unauthorised absence. Additional work will not be prepared by the Class Teacher to support the child during his/her unauthorised absence.

Emergency School Closure

In the event of severe weather, the school may operate under resilient schools procedures. In the event of this happening, parents will be informed by Groupcall therefore it is essential we have up to date contact details for parents and emergency contacts.

For children travelling by bus, the bus company may make the decision to leave school early in the event of severe weather. If this is the case, we would not allow children to travel on the bus until we had confirmed that an adult would be at home to meet them.

Section Five

Parental Engagement

Parents and Staff are encouraged to work in partnership to develop strong links between home and school. Parents are encouraged to support the school in many ways by:

- Helping to escort children on outings.
- Becoming a classroom volunteer to assist with paired reading, library, maths games, painting etc.
- Bringing their expert knowledge in a particular field to enhance pupil project work.
- Being a leader in an extra-curricular activities out with the school day
- Participating in Parent Council meetings and other groups such as the gardening group or parent social committee

Volunteers are required to complete a Protection of Vulnerable Groups (PVG) form to be vetted by the Scottish Criminal Records Office if they are to work in school with groups of children. This is not required for parents who are supporting us with walking on outings.

Parents frequently inform the school if the home routine has been upset e.g. by hospitalisation of a member of the family, arrival of a new baby, the death of a family pet etc. This is an excellent idea, as school staff can help to support your child during times of change.

We also welcome parents who would like to share their talents with the children, for example, running a chess club, running club, football etc. Please contact the school if you wish to volunteer.

Parent Council

We have a very active and supportive Parent Council chaired by Ms Anne Delaney. They organise regular events and encourage all new

and existing parents to feel welcome and be involved. Our Parent Council communicates all matters relating to its work very regularly to the parent body via their Facebook page and by email halyrudeps@gmail.com. A message from the Parent Council:

'We meet on a regular basis to discuss matters relevant to the school as well as forthcoming events. We welcome parents to join us should they have any issues or suggestions and also to hear more about the progress the school is making as well as plans for the future. Our core aim is to promote and support the school, its staff and pupils.

We work hard to ensure the parent body is communicated to in a proactive way. However, the meetings are to discuss school matters and not your individual child. Any issues or concerns of this nature should be discussed with the school Head Teacher and Principal Teacher.

We support the thriving social committee and the work they do to fundraise for the school and host fantastic events throughout the year.'



Home Learning

Home learning activities support and extend classroom learning. They are varied in nature and may include reading, writing, spelling, research, topic work, and mathematics. In order to promote partnership, we encourage parents to share home learning with their child.

Section Six

Curriculum Rationale

The curriculum is the totality of experiences which are planned for children and young people throughout their education. It includes the ethos and life of the school as a community; curriculum areas and subjects; interdisciplinary learning; and opportunities for personal achievement. The curriculum in Scottish schools is Curriculum for Excellence.

The children also regularly attend community events such as sporting festivals at the Gytes or Peebles High School, reading and science events at the Eastgate Theatre, take part in quizzes with other schools and also participate in outings to enhance learning, for example to Neidpath Castle or Bowhill.

These experiences are designed and planned to help the children develop the skills they will need for their life and work.

More information can be found below and on the following websites:

Parentzone:

<http://www.educationscotland.gov.uk/parentzone/index.asp>

Education Scotland: <http://www.educationscotland.gov.uk/>

Skills Development Scotland:

<http://www.skillsdevelopmentscotland.co.uk/>

There are eight areas of the curriculum:

✓ Mathematics
✓ Language including French
✓ Health and Wellbeing (including physical education)
✓ Expressive arts – dance, drama, music and art and design
✓ Social studies
✓ Sciences
✓ Religious Education
✓ Technologies

The purpose of the curriculum is to help children and young people to become:

- successful learners
- confident individuals
- responsible citizens and
- effective contributors

The curriculum puts the child at the centre and describes the experiences and outcomes for learning and its progression. It supports learners in developing their values and beliefs and enables them to:

- Achieve the highest possible levels of literacy and numeracy and cognitive skills
- Develop skills for life and work
- Develop knowledge and understanding of society, the world and Scotland's place in it
- Experience challenge and success so that they can develop well-informed views and act responsibly. It will encourage them to adopt an active and healthy lifestyle



Literacy and English

This is defined as listening; talking; reading and writing. Pupils are also taught modern languages including French.

In developing literacy skills children will learn to:

- communicate and collaborate with others to build relationships
- reflect on and explain their thinking
- describe and share experiences
- engage with a range of texts
- write for a variety of reasons and compose stories, poems and plays
- explore the richness and diversity of language, how it can affect them and the wide range of ways in which they can be creative
- enrich and extend their vocabulary through, listening, talking, watching and reading
- reflect on how well they listen, talk, read and write
- act on feedback to help them improve and provide useful feedback to others
- take advantage of the opportunities offered by ICT.



Mathematics -Children are taught Number, Money and Measure; Shape, Position and Movement; Information Handling. (Problem Solving is integrated across the maths and numeracy curriculum.)

In developing numeracy skills children will learn:

- to understand the four processes of number (addition, subtraction, multiplication and division)
- good mathematical vocabulary
- common units of money and measure
- to estimate
- two and three dimensional shapes, figures, position and movement
- to collect, organise, display and interpret information
- to tackle investigations and problems
- how maths is relevant in the 'real' world
- to mentally manipulate and calculate number
- to use a calculator and computer where appropriate



Health and Wellbeing



In developing health and wellbeing children will learn:

- that we all experience a variety of emotions that affect how we think, feel and behave
- to describe their feelings about what is going well or where support is needed
- to develop resilience
- that feelings and behaviour change depending upon what is happening within and around them. This helps them understand the way others behave.
- to value friendships and know that caring, sharing, fairness, equality and love are important in building friendships
- that people can often feel alone and can be misunderstood and left out by others
- the importance of showing support by a caring reaction.
- the importance of mental wellbeing, and know that people do not always enjoy good mental health
- the rights to which they are entitled in society and the responsibilities which fall on them. They will learn to respect the rights of others.
- that representing the school and/or wider community encourages self-worth and confidence and allows them to contribute to and participate in society.
- to assess and manage risk, to protect themselves and others, and to reduce the potential for harm when possible.
- to participate in a range of sporting activities and improve their levels of fitness as well as building team work and co-operative skills.

We will inform parents by letter, newsletter and curricular overviews when we plan to teach subjects such as puberty and drugs awareness. If you have any questions, please do not hesitate to contact us.



Expressive Arts - In developing the expressive arts children will be inspired by a range of imaginative stimuli, including popular culture. Working on their own and with others, they will express their ideas, thoughts and feelings through creative work.

Children will have the freedom to explore through:

Art and design

- discover and choose ways to create images and objects using a variety of art materials, exploring line, shape, form, colour, tone, pattern and texture
- through natural curiosity, exploration and imagination, they will work on their own and with others to solve design problems.

Dance

- choose and explore ways they can move rhythmically, expressively and playfully, discovering how to control their body and how to use space and resources creatively
- enjoy taking part in dance experiences, becoming aware of different features of dances from a range of styles and cultures.

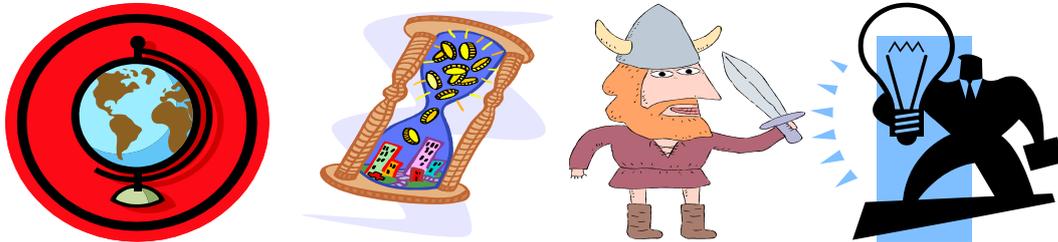
Drama

- chose and explore movement, expression and voice in different kinds of role play and drama
- explore real and imaginary situations, helping them to understand their world.

Music

- use their voice, musical instruments and music technology to discover and enjoy playing with sound and rhythm

- enjoy singing and playing along to music, from a range of styles and cultures.



Social Studies - Children are taught People - Past and Societies; People - Place and Environment; and People - Society, Economy and Business.

In developing social studies children will learn to:

- develop an understanding of how Scotland developed as a nation, resulting in an appreciation of their local and national heritage within the global community
- broaden their understanding of the world by learning about human activities and achievements in the past and present
- develop their understanding of their own values, beliefs and cultures and those of others
- locate, explore and link periods, people and events in time and place
- locate, explore and link features and places locally and further a field
- engage in entrepreneurial activities which stimulate an enterprising attitude
- develop an understanding of concepts that stimulate enterprise and influence business
- establish firm foundations for lifelong learning and for further specialised study and careers.



Sciences - Children are taught about Planet Earth, Forces, Electricity and Waves, Biological Systems, Materials and other areas of Science arising from events or interests.

In developing the sciences children will learn through our physical world, our living world and our material world. Children will learn about:

- planet earth, sustainability, biodiversity, climate and earth sciences and astronomy
- energy and the environment, energy transfer, energy sources and energy in food and electricity
- forces and motion
- life and cells, keeping their bodies healthy, cells, biotechnology, reproduction and using their senses.
- communication, communication systems, light and sound
- materials, properties and uses, chemical reactions and forensic science.



Religious Education -Children are taught about Christianity and other World Religions.

In Religious Education children will:

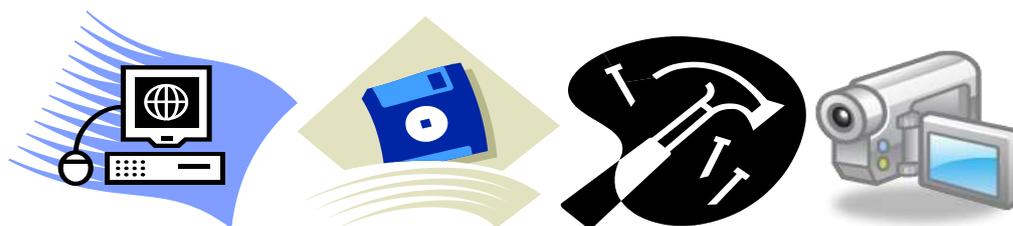
- learn about the beliefs, values, practices and traditions of the Roman Catholic religion.
- develop knowledge and understanding of Christianity and other world religions

- recognise religion as an important expression of human experience
- explore and establish values such as wisdom, justice, compassion and integrity and establish values in their moral development
- investigate and understand the responses which religions can offer to questions about the nature and meaning of life
- develop the skills of reflection, discernment, critical thinking and deciding how to act when making moral decisions
- develop respect for others and their beliefs, and an understanding of practices which are different from our own
- develop their beliefs, attitudes, moral values and practices through reflection, discovery and critical evaluation, and make a positive difference to the world by putting their beliefs and values into action

Children celebrate mass with the Parish community every month either in school or in St Joseph's Church as well as on Holy Days of Obligation. Our interactions with other schools in our town underpin the importance of respecting the traditions of others.

PLEASE NOTE - The Scottish Government has issued regulatory advice which makes clear that Religious and Moral Education should be taught. We actively promote inclusion in all aspects of our Catholic ethos.

"Parents who wish to exercise their right to withdraw their child from religious instruction and/or religious observance should contact the Headteacher to arrange a meeting to discuss alternative arrangements for your child"



Technologies - In developing technologies a range of different contexts for learning will draw on important aspects of everyday life and work. This includes creative, practical and work related experiences and outcomes in craft design, engineering, graphics, food, textile and information technologies. Children in P1 – 3 will have the use of class iPads to support their learning and children in P4 – 7 will be given their own iPad to use in school and at home.

In developing technologies children will become informed, skilled, thoughtful, adaptable and enterprising citizens, and they will learn to:

- develop a considered understanding of the role and impact of technologies in changing and influencing societies
- contribute to building a better world by taking responsible, ethical actions to improve their lives, the lives of others and the environment
- gain the confidence and skills to embrace and use new technologies now and in the future, at home, at work and in the wider community
- become informed consumers and producers who have an appreciation of the merits and impacts of products and services
- be capable of making reasoned choices relating to the environment, sustainable development and ethical, economic and cultural issues.
- Broaden their understanding of the role that information and communication technology (ICT) has in Scotland and in the global community
- Experience work-related learning, and establish firm foundations for lifelong learning and, for some, specialised study and careers.

Section Seven

Getting It Right for Every Child

Getting It Right for Every Child (GIRFEC) is the national approach in Scotland to improving outcomes and supporting the wellbeing of our children and young people by offering the right help at the right time from the right people.



The GIRFEC approach aims to make it easier for parents, children, young people and the services that support them – such as early years services, schools and the NHS – to work together to get it right.

Practitioners work together to support you and your child, working across organisational boundaries and putting your child and you at the heart of decision making, ensuring we give all our children and young people the best possible start in life.

GIRFEC means that everyone working with Scottish Borders children, young people and their families are encouraged to:

- Ensure children, young people, and their families get the help they need when they need it and are central to the process of finding solutions.
- Use one consistent and equitable approach, actively share information to agreed protocols and work more effectively together to improve outcomes for children and young people.
- Be clear about personal responsibility to do the right thing for each child/young person.
- Work with children, young people and their families, using a collaborative approach with fewer meetings. This should ensure children, young people and their families give information only once, and enables the development of one plan to meet all their needs.
- Respond to children and young people and take appropriate, proportionate and timely action with the minimum of paperwork, bureaucracy and duplication.

GIRFEC is part of the Children and Young People (Scotland) Act 2014. If you would like any further information please ask your child's Headteacher.

Support for Learning

Children may require additional support at different times throughout their school life with their learning. Mrs Hughes, our support for learning teacher works with groups of children or at times whole classes to support them or extend their learning mainly in literacy and numeracy skills.



Inclusion and Pupils with Additional Support Needs

At any point in their lives children or young people may need extra help with their education. This may be for any reason and at any time. This is often referred to as additional support for learning or having additional support needs.

Some examples of additional support needs may include:

Some examples of why a child/young person may require extra help with their education are:

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

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

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

You can also speak to a Team Leader at the local Children & Family's Support office:

Tweeddale Locality Office
Rosetta Road
Peebles
EH45 8HG
Tel: 01721 726310

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

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

The statutory framework for Additional Support for Learning is the Education [Additional Support For Learning] [Scotland] Acts 2004 and 2009. A good place to find independent information is Enquire, the Scottish advice service for Additional Support for Learning. They have a wealth of information, including practical guides and fact sheets for both parents/carers and young people. You can find the website at www.enquire.org.uk, or ring them on 0845 123 2303.

Additional support may be given in the short term or for longer periods of time. If you feel your child needs extra support, the person to speak to in the first instance is the class teacher. You have the right to request an assessment for your child either through school or your GP.

The statutory framework for Additional Support for Learning is the Education (Additional Support for Learning) (Scotland) Acts of 2004 and 2009.

Additional information can be found through the following link:

http://www.scotborders.gov.uk/info/886/additional_support_needs

If something goes wrong or you are dissatisfied with our services, please tell us and we will do our best to put things right. We deal with all

complaints in accordance with the Scottish Borders Council complaints handling procedure. This can be found on the Council website: www.scotborder.gov.uk.

If you do want to make a complaint, you can do it either in person, by phone, in writing or by email. You can do this through your child's teacher or a senior member of staff (the Headteacher or a Depute Headteacher) or indeed any member of staff. You can also make a complaint via the complaints form on the council website www.scotborders.gov.uk .

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

- in person at a Scottish Borders Council customer services office
- by phoning the Council on 01835 824000
- by email to PeopleComplaint@scotborders.gov.uk
- via the complaints form on the council website www.scotborders.gov.uk .

Carers Act

A young carer is someone who is under 18 years of age or who has reached 18 and still a pupil at school and provides or intends to provide care for another individual. A number of young carers do not always identify themselves or wish to be identified.

Young carers undertake a number of tasks for the people they live with and look after. They are often left alone to do things like washing, cooking, shopping, paying bills, collecting medication or helping to look after younger brothers or sister.

This means they might not have as much time to complete work at home which has an ongoing effect on progress and learning or attend clubs and after schools activities therefore missing out on the social aspects of school.

Within Halyrude Primary School we want our young carers to enjoy school and that it is a positive place to come and they feel included. Please let us know if there are difficulties meeting deadlines with work, arriving on time or any other issues which affect a young person.

Council's implementation of British Sign Language Plan

The Council's BSL Plan 2018-24 has seven holistic actions. These actions are consistent with the ten long term goals of the National BSL Plan in

Scotland, which are, early years and education; training and work; health, mental health and wellbeing; transport; culture and the arts; justice and democracy.

These goals represent the Scottish Government's aim "to make Scotland the best place in the world for BSL users to live, work and visit."

The Council will implement measures to promote awareness of BSL and the use of BSL, with the long term goal being that across Scotland information and services will be accessible to all BSL users*.

Contact Scotland –BSL is an online British Sign Language interpreting service that allows deaf people across Scotland to access services free and available 24 hours a day throughout the year:

<https://contactscotland-bsl.org/>

If a BSL user requests a face to face meeting then the School is required to provide a face to face interpreter.

*Whenever we refer to 'BSL users' we mean D/deaf and /or Deafblind people (those who receive the language in a tactile form due to sight loss) whose first of preferred language is British Sign Language

The Educational Psychology Service

The Educational Psychology Service (EPS) works with all SBC schools to support children's learning and wellbeing.

We provide advice and training to school staff on how children learn, and advise on ways to help children who require support.

If requested by the school, we can arrange follow-up for individual children and young people, together with their families and teachers, to help support their learning, or with social or emotional issues. This is generally achieved by meeting the children, their families and school staff, to review the support they have already received and agree ways in which we can all help your child in school. In some cases, we may agree that a psychologist will work on a one-to-one basis with your child to obtain a clearer picture of how they can best be supported.

If you have any worries about your child, please contact their school, in the first instance, to arrange a meeting to discuss your concerns. All schools have access to a range of support Services and your child's

Head Teacher will be able to advise you about when the EPS may be able to help.

Further information about the EPS is available on the Scottish Borders Council website. Here you can access a downloadable leaflet for parents and carers, which explains in more detail how we may be able to work with you to support your child in school.

Please see www.scotborders.gov.uk/EPS

Employment of Children

Children under the statutory school leaving age can only be employed within the terms of the bye-laws on the Employment of children. These regulations allow anyone to be employed at 14 years but under certain circumstances children under 13 years of age can be employed, and for those over the age of 13 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. Forms and application forms are available from the school office. Further details can be obtained from HQ Operations, Children & Young People Services, Scottish Borders Council, Newtown St Boswells, TD6 0SA

Further information can be found at:

https://www.scotborders.gov.uk/info/20025/licensing/670/employment_byelaws_for_children_and_young_people/1

Creating healthy childhood experiences is a shared responsibility for all. Working together we can ensure all children and young people have a sense of belonging, self-worth and self-confidence to achieve their unique potential.

Healthy Beginnings

Safe • Active • Included • Responsible • Respected • Achieving • Healthy • Nurturing

Top Tips

- Start your day with a healthy breakfast
- Eat more fruit & vegetables
- Keep food and drinks containing sugar to a minimum
- Enjoy family meal times
- Brush teeth at least twice a day - 'Spit, don't rinse!'
- Register with a local dentist
- Ask your dentist about fluoride varnish
- Be active, move more
- Explore different kinds of play and physical activity everyday
- Increase outdoor learning
- Reduce screen time - Phones, Tablets, PCs & TV
- Think of the 4 Bs- **B**ath, **B**rush **B**ook & **B**ed

What?

Why?

Helps concentration

Healthy Teeth

Helps body grow and develop

Helps digestion

Healthy skin

Energy

Healthy eating and physical activity are essential for positive growth and development .

Healthy snacks are provided during your child's ELCC journey, continue to give these types of snacks for your child to have at break times throughout primary school.



Bottles used in class should be filled with plain water only.

Good hydration makes a difference to how children think, feel & function!

Contacts
 Joint Health Improvement Team: health.improvement@borders.scot.nhs.uk
 Food & Nutrition Coordinator: Hazel.Scott@scotborders.gov.uk
 NHS Borders Oral Health Promotion: Helen.brand@borders.scot.nhs.uk



Section Eight



Assessment and Reporting

Teachers assess a pupil's progress by a number of methods which include observation and discussion of learning as well as more standardised assessments.

Twice yearly, in November and March/April, parents are given the opportunity to meet staff to discuss their child's progress. The school values these opportunities to discuss progress with parents whose attendance at these sessions is much appreciated, but parents are, of course, always welcome in school and appointments may be made at any stage throughout the year to discuss any matter of concern.

Progress will be reported throughout the year using our Online Learning Journals platform which you are also invited to contribute to.

When a child leaves Halyrude, this electronic record is sent to the new school whether it is another primary or the secondary school the child is transferring to.

Children also record their learning in learning logs where they also have individual targets so that they can plan their next steps in learning. There will be an opportunity for parents to share learning logs at home and during open mornings/afternoons.

Section Nine

Personal and Social Development

At Halyrude we place great emphasis on your child's personal and social development which is fundamental aspect of the education of the whole child.

We aim to promote the awareness of the needs of others; values in society and for your child to take increasing responsibility of his/her own life.

Halyrude operates a Respectful Relations Policy in school. Pupils and Staff were involved in the creation of this policy and parental support is appreciated in ensuring the programme is effective.

We aim to:

- Develop a positive ethos in our whole school community, understanding that rights and entitlements are the building blocks of successful thriving communities.
- Promote respectful relationships between children, staff, parents and our wider school community.
- Reward children who demonstrate respectful relationships and rewarding this through the use of praise, stickers, certificates and personal time or Golden time.

A copy of our Respectful Relationship Policy is available on our school website www.Halyrudeprimary.com or on request.

School Groups

We run a number of pupil voice groups within our school e.g. Pupil Council, Junior Road Safety Officers (JRSO), Events Committee and Sports Leaders.

We acknowledge in Halyrude that in order to promote the positive ethos of the school the staff has to encourage an atmosphere of openness with the pupils and develop and encourage mutual respect. Consequently we see it as important to create a platform in order for the pupils to voice opinions and work with teachers on any matters of concern.

School Health Service

The School Health Service is part of the 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 staff involved makes 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. Our school participates in daily tooth brushing which is supported by Child Smile.

The school must be informed at the time of enrolment of any special medical conditions or requirements. A form must be signed at the office requesting the administration of prescribed medicines. We do

not administer non prescribed medication in any circumstances without this form.

Extra curricular activities

There are several clubs running at lunchtime and after the school day has ended which vary from time to time according to the availability of adults who are willing to organise them.

We currently have available at Halyrude:-

Netball, choir and Live Borders Active Schools activities including athletics and yoga.

Section Nine

Improving the school

We work hard in our school to provide the highest standards of education for all our children. We continually evaluated the educational experiences we provide to highlight strengths and areas we wish to improve upon.

Staff, parents' and pupils' views will be regularly consulted in order to improve the quality of provision in the school. We look forward to working with our Pupil groups and Parent Councils and welcome feedback which will influence the School Improvement Plan for next session which outlines our priorities for the year ahead.

We regularly spend time in classes, discuss learning with the children and look at their work in order to inform next steps. Staff engage in regular professional learning and discussion based on our improvement plan.

Section Ten

Community Links

We work closely with the other schools in Tweeddale as well as Peebles High School and attend all community events. Examples of the events we attend are listed below:

Beltane

Each year, Halyrude pupils join children from Priorsford and Kingsland in celebrating the annual Beltane Festival. This is a community event and full details can be found on their website:

www.peeblesbeltanefestival.co.uk

Three Bridges Race

Again, we join with the other children from Tweeddale schools to take part in this race which takes place on a Sunday in May. Competitors run the length of the three bridges in Peebles either individually or as part of a relay team.

County Sports

All children from P1-P7 are invited to attend the County Sports in May of each year. This is a community event held in the evening and a real highlight for families and children alike.

Sporting Festivals

We attend all sporting festivals hosted by Live Borders including hockey, rugby and athletics festivals.

Science and Literacy Events

We attend events at the Eastgate Theatre which have included reading and science festivals.

The above are just some examples of community involvement. We are very keen to work with partners in our local community as well as those further afield, P6/7 are currently involved in e-twinning with a school in France and we have been delighted to welcome French visitors to our school on a number of occasions.

Parent Feedback

We hope you have found this handbook to be informative. We would welcome any feedback and suggestions for ways to improve our handbook for next year.