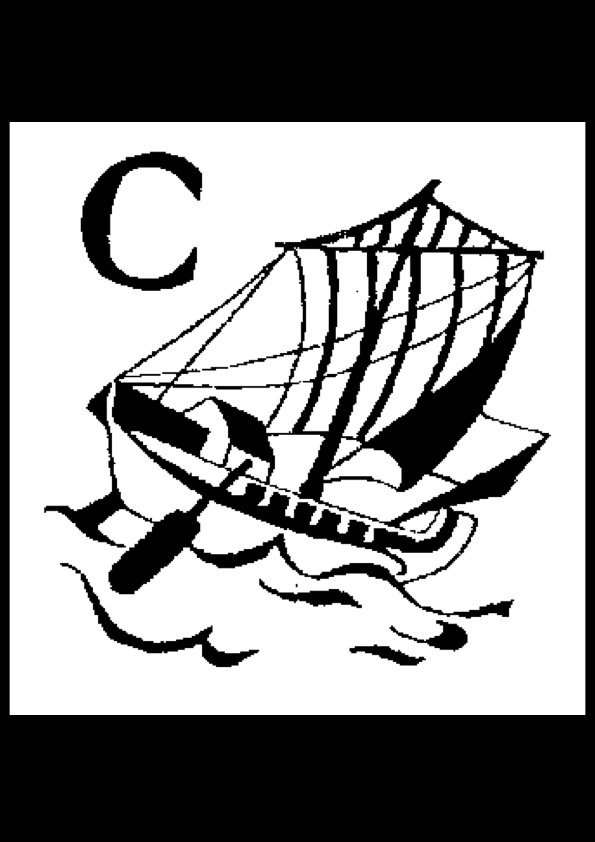
**Cramond Primary School**

**School Handbook 2015/16**



**www.cramond.edin.sch.uk**

# Welcome from Mrs Donaldson, Head Teacher.



Dear parents, pupils, families and carers.

Welcome to Cramond Primary School Handbook.

This handbook offers an introduction to our school and a general overview of the education your child will be getting at Cramond. Additional, updated information and photos of life in our school is available on our school website:

[***www.cramondprimary.co.uk***](http://www.cramondprimary.co.uk)

If you have any questions, or would like any further information on any aspect of this handbook or the education of your child, please do not hesitate to contact me.

For ease of reference the information is divided into five sections:-

# Section One – Practical Information about the School

# Section Two – Parental Involvement in the School

# Section Three – School Curriculum

# Section Four – Support for Pupils

**Contact Us:**

***Our Address:***

Cramond Primary School

Cramond Crescent

Edinburgh

EH4 6PG

***Telephone***: 0131 312 6450 or Fax: 0131 312 8710

***Email***: [admin@cramond.edin.sch.uk](mailto:admin@cramond.edin.sch.uk)

***Website***: www.cramond.edin.sch.uk

About Our school:

* Cramond Primary is a non-denominational school built in 1975. The school serves the village of Cramond and the surrounding areas of northwest Edinburgh. We are part of the Royal High School cluster and work closely with the other associated primaries of Blackhall, Clermiston and Davidson’s Mains. The school roll is around 405 pupils, with a 50:50 nursery class.

Our school building was extensively upgraded and extended in 1999 and then again in 2006. There are 14 classrooms (with team teaching currently in P1) and a large nursery classroom with 40 morning and 40 afternoon places. Other facilities include a library, two general purpose rooms, a support for learning base, meeting room and extensive outdoor learning space including an outdoor classroom. The inner courtyard has been extensively developed with play equipment and a raised grass area. The nursery class has a small separate outdoor play area, grass play area, a willow garden, pond and vegetable beds all of which are used extensively regardless of weather!

Cramond has fostered many links with its community, particularly Cramond Kirk, St. Columba’s Hospice, Scottish Wildlife Trust, Cramond Heritage Trust and British Airports Authority. We have a Learning Together time each Thursday where pupils come together as a whole school on learning activities from assemblies to house events to fundraisers to charity work to collaborative learning. Cramond cares about others and actively participates in community events and supports a number of charities – locally and Internationally. At Harvest we support a local charity by donating cleaning materials to fresh start and we participate in National events such as comic Relief and Children in need. We also work closely with local nurseries and the Royal High School.

Our new playground is amazing and a great community resource. It was funded through a combination of parental fundraising led by our Parent Council and matched funding from a Legacy Sports Scotland grant. It is an open play space outwith school hours – come on over and play in ‘Our Place’.

We ask visitors playing in Our Place to respect the play space – play safe, play fair and look after the environment. Smoking or the exercising of dogs is not permitted in Edinburgh Council Properties. Please also take all litter home. Our grounds are protected by CCTV.

**Our school website** [**www.cramondprimary.co.uk**](http://www.cramondprimary.co.uk) **is full of updated information, photographs and achievements about the school.**

**Term Dates for Session 2015/16**

### Autumn

Term starts **Monday 17 August 2015**

Mid term holidays

* Monday 21 September 2015, Autumn holiday
* Monday 12 October 2015 - Tuesday 20 October 2015

**Term ends Tuesday 22 December 2015**

**Christmas holidays:** Wednesday 23 December 2015 - Wednesday 6 January 2016

### Spring

Term starts **Thursday 7 January 2016**

Mid term break

* Monday 15 February - Friday 19 February 2016

**Term ends Thursday 24 March 2016**

**Easter holidays**

Friday 25 March - Friday 8 April 2016

### Summer

Term starts **Monday 11 April 2016**

Mid term holidays

* Monday 18 April 2016 , Spring Holiday
* Monday 2 May 2016, May Day
* Thursday 5 May 2016, staff only day to coincide with Scottish Parliament election
* Monday 23 May 2016, Victoria Day

**Term ends Thursday 30 June 2016**

**Term dates** [**http://www.edinburgh.gov.uk/info/20074/schools/20/term\_dates/2**](http://www.edinburgh.gov.uk/info/20074/schools/20/term_dates/2)

**A Foreword from the Director of Children and Families**

**Session 2015-16**

Dear Parents

This brochure contains a range of information about your child’s school, which will be of interest to you and your child. It offers an insight into the life and ethos of the school and also offers advice and assistance, which you may find helpful in supporting and getting involved in your child’s education.

We are committed to working closely with parents as equal partners in your child's education, in the life of your child's school and in city -wide developments in education.

Parental involvement in the decision making process and in performance monitoring are now, more than ever, an integral part of school life. We look forward to developing that partnership with your support.

I am pleased to introduce this brochure for session 2013/14 and hope that it will provide you with all the relevant information you may need concerning your child’s school. If you have any queries regarding the contents of the brochure please contact the Head Teacher of your child’s school in the first instance who will be happy to offer any clarification you may need.

Gillian Tee

Director of Children and Families

*Children and Families Vision*

*Our vision is for all children and young people in Edinburgh to enjoy their childhood and fulfill their potential.*

*We believe that children and young people do best when:*

* *they are able to live safely and happily within their own families with the right kind of support as needed*
* *they attend first class, inclusive schools and early years settings which meet their needs*

*We will do all we can to strengthen support for families, schools and communities to meet their children's needs.*

*Our mission is to place children, young people and families at the heart of our service and provide support when it is needed throughout childhood and the transition to adulthood.*

# Section One – Practical Information about the School

## Registration and enrolment

The date for registration of new school entrants is advertised on our website, through parent mail, in our nursery*,* in the local press and on the council’s website. Registration for Primary One and First Year Secondary takes place in **November** each year. Pupils should be registered in the school for their catchment area. Please refer to section four of this handbook for more information on placing requests. Parents of pupils who have moved into the catchment area or, who wish their child to transfer to the school, should contact the school office for information. [CEC school places weblink](http://www.edinburgh.gov.uk/info/20074/schools/388/school_places)

**School Uniform**

Parents are asked to co-operate with the school in encouraging the wearing of the school uniform. **Our school colour is maroon**. Pupils wear maroon cardigan or sweatshirts with **white polo shirts and grey skirt or trousers**. Black school shoes are strongly encouraged. Pupils should have a change of clothes and shoes for PE - a T-shirt, shorts and gym shoes with non-marking soles. These are necessary for health and safety reasons and your co-operation is requested to ensure that pupils are equipped to participate in the PE lessons. Please label all items of clothing.

Wearing school uniform contributes to a positive school ethos and helps avoid discrimination and reduces peer pressure to wear expensive designer clothing. Orders can be placed with school office or online with borders uniform.

[school uniform orders](http://www.border-embroideries.co.uk)

We are proud to wear our school uniform at Cramond and uniform is widely supported by parents and pupils. Please help us by ensuring that pupils do not bring valuable or expensive items of clothing to school. NB: *Football colours are not permitted in school.*

**Footwear and Clothing Grants**

Grants for footwear and clothing for children are available to parents receiving:

* Child Tax Credit, but not working tax credit, with an annual income of < £15,860
* income support
* jobseekers allowance[income-based]
* support under Par V1of the Immigration & Asylum Act 1999
* Income related element of Employment and Support Allowance

Information on free school meals and clothing grants is available on the [www.edinburgh.gov.uk](http://www.edinburgh.gov.uk) website. Applications for free school meals and clothing grants can be made by contacting Grants, Awards and Placements, Business Centre 1:1 Waverley Court, 4 East Market Street, Edinburgh, EH8 8BG

**School Meals :** Edinburgh Catering provide our school meals

[**Edinburgh weblink re food in schools**](http://www.edinburgh.gov.uk/info/20183/food_and_clothing/434/lunches_and_milk_in_schools)

School meals are delivered to the school daily, pre- cooked and ready to serve in the school hall. Monies should be sent to school on a **Thursday** with details of the day’s lunches that are to be taken that week. Order slips and menu details can be found on our school website. School meals cost £1.95 per day. Menus offer healthy and tasty meal options while reflecting the Scottish Government food and drink legal requirements for school lunches. Special diets and allergies are usually accommodated subject to consultation with parent/guardian and catering services.

**Packed Lunch:** Some children choose to bring a packed lunch. Please name your child’s lunch box. Packed lunches are eaten in the school hall or in the tabled area of the upper corridor. Our lunchtime supervisors help the children when required and encourage them to take any un- eaten food home.

**Free School Meals**

Some families may be eligible for free school meals. Application forms are available from the school office. The forms have to be completed by the parent along with supporting documentation as detailed on the application form. An application is required for every school session. Meals are free for Primary 1-3.

**Home for Lunch :** If you wish your child to go home for lunch please inform your child’s class teacher or the school office. Afternoon lessons begin at 1.15 pm.

**Travel to and from School** We actively encourage pupils to walk and cycle to school whenever possible. Racks are available for bikes and scooters but it must be noted that the school cannot be held responsible for items left at the racks. For safety of others, pupils are asked to ***dismount from scooters and bikes at the school gate***.

**Parking Problems:** For those pupils being driven to school, parents are asked to read our Park Smart campaign and follow the guidelines to ensure all pupils can travel to school safely and avoid congestion around the school. Please note that parents are **not permitted** to drop off or collect children from the school car park. Parents or pupils with mobility difficulties should contact the school office. Cramond is part of the council [School Streets Pilot](http://www.edinburgh.gov.uk/info/20083/parking_permits/1334/school_streets_permit) which restricts vehicle access to school at busiest parts of the day.

**General Supervision** : Before school begins supervision is a parents responsibility, therefore pupils should not arrive at school until as near to the school start time as possible. Please note that our doors open for pupils at **8.45** to avoid congestion and provide a smoother start for learning. During intervals, support staff will supervise pupils. Doors may open early in extremely wet days though pupils are not fully supervised on these occasions.

**Attendance, absence and punctuality**

It is the responsibility of parents of a child of school age to make sure that their child is educated. Absence from school is recorded as ***authorised***, is approved by the children and families department, or as ***unauthorised***, if it is unexplained by the parent (truancy).

***Please let the school know by letter or phone if your child is likely to be absent for some time, and give your child a note on his or her return to school, confirming the reason for absence.***

If there is no explanation from a child’s parents, the absence will be regarded as unauthorised. Please also ensure that you keep the office informed of any changes to your contact details eg new mobile numbers and sign up to our free email system, **parentmail** which is an excellent medium to be kept updated with school information.

Please make every effort to avoid family holidays during term time as this will disrupt your child’s education and reduces learning time. I can approve absence from school for a family holiday in certain extreme situations, for example, in traumatic domestic circumstances where the holiday would improve the cohesion and wellbeing of the family. Please discuss your plans with me **before the holiday**. If I cannot give permission before the holiday, it will be recorded as ***an unauthorised absence***. I can authorise a holiday if you can prove that work commitments make a family holiday impossible during school holiday times. Normally, your employer will need to provide evidence of your work commitments. Absence approved by me on this basis is regarded as authorised absence.

Any requests for extended absence **over two weeks** will be referred to the Senior Education Manager: Inclusion, who will decide if it will be recorded as authorised or unauthorised leave.

Parents from ***minority ethnic religious communities*** may request that their children be permitted to be absent from school to celebrate recognised religious events. Absence approved on this basis is regarded as authorised absence. Extended leave can also be granted on request for families returning to their country of origin for cultural or care reasons.

A supportive approach is taken to unexplained absence. However the children and families department has legal powers to write to, interview or prosecute parents, or refer pupils to the Reporter to the Children’s Panel, if necessary.

We work in partnership with our Education Welfare Officer who may become involved if your child’s attendance is causing concern.

We expect all our children to be in school on time and we rely on the support of parents for this. **Please contact the office by 9am to advise us of any absence**. Parents may leave a voicemail message on school answer machine before the school office opens at 8.30am.

## School security

The safety and security of pupils and staff when attending or working in a school is very important to us. We use a number of security measures including a visitors’ book, badges and escorts, while visitors are within the school building. Anyone calling at a school for any reason will be asked to report to the school office. The school staff then can make the necessary arrangements for the visit.

**Severe Weather Arrangements** extreme weather conditions may necessitate pupils being allowed into school during breaks and at lunchtime. However, as supervision during these periods is limited, it is especially important that they exercise good behaviour. **Please ensure that your child comes to school with appropriate footwear and coats as children will be expected to go out even if it is raining or snowing**. We believe strongly that children need fresh air and exercise during the school day and actively promote outdoor learning. Gloves and hats should be named. Wellies are encouraged, pupils can change shoes on muddy or wet days.

## Mobile phones

The benefits of mobile phones are recognised. Many young people and their parents regard them as an essential means of communication. Mobile phones can continue to be brought into Cramond however we require that all phones are switched off during the school day and are not taken outside during playtime and lunchtime.

**Internet Safety & Digital Code of conduct**

We expect that our pupils behave responsibly when on line. They should respect others and avoid posting anything likely to offend or upset both when online in school and at home. At Cramond we are embracing the learning opportunities that new technologies bring whilst also reminding pupils of the need to behave responsibly and safely. We have many ipads in sets in school and all classes have at least one ipad assigned to them for daily use with adaptor to connect to our smartboards. Nursery pupils have an ipad per home team and our support for learning staff and PE, specialists also have an assigned ipad to use to enhance learning and teaching. We have a digital school code of conduct which is sent home to senior pupils and included on our website.

# Unexpected Closures

In the event of an emergency, such as a power cut or severe weather, that prevents schools from opening in the morning or results in an early closure a range of communications channels are used to let parents know.

***We make use of parentmail and alerts on our school website. Please ensure all your contact details are kept updated with office staff.***

In addition, announcements will be made on Radio Forth (Forth 1 and Forth 2) and via the Council's corporate Twitter account [www.twitter.com/Edinburgh\_CC](http://www.twitter.com/Edinburgh_CC" \t "_blank" \o "http://www.twitter.com/Edinburgh_CC) and Facebook page [www.facebook.com/edinburghcouncil](http://www.facebook.com/edinburghcouncil" \t "_blank" \o "http://www.facebook.com/edinburghcouncil). If many schools are affected, or the situation is likely to be prolonged, then the Council's website [www.edinburgh.gov.uk](http://www.edinburgh.gov.uk/" \t "_blank" \o "http://www.edinburgh.gov.uk/) will also be used.

**Equality**

The council has published an Equality Scheme, which can be viewed on the council’s website. This outlines the duties, which the Council is required to undertake to tackle discrimination, prevent harassment and ensure our work promotes equality. The Council is committed to eliminating discrimination on the grounds of race, gender, disability, sexual orientation, religion/belief, age, marriage or civil partnership, transgender status or pregnancy/maternity.

**English as an Additional Language**

The Children & Families Department provides a support service of teachers of English as an additional language. The teachers visit schools to work with those bilingual pupils who require assistance in developing English language skills.

* Complaints, Comments and Suggestions Procedure –

We hope that you will be completely satisfied about your child's education and we encourage feedback on our services from parents and pupils. We are, therefore, interested in feedback of all kinds, whether it be compliments, suggestions or complaints. **If you have a complaint or a concern about our school, please let us know as soon as possible**. It is better that these things are shared openly and resolved quickly. There will be no negative consequences arising from making a complaint and we will deal with the issue as confidentially as possible.

There are some things which you should take note of in relation to making a complaint:

* Please direct any complaint initially to the Headteacher, Mrs Helen Donaldson. This makes sure that we know what is going on and have an opportunity to quickly investigate, respond and resolve the issue.
* We will try to respond as quickly as possible, but often issues are complex and we need time to investigate. Communication will be made to keep you informed.
* If you are still unhappy with the service or with our response then you will have the right to take the matter further - contact Advice and Conciliation 0131 469 3233
* If still unhappy after the further investigation - you can take the matter up with the Scottish Public Services Ombudsman, contact details, included in the reply.

***Head Lice***

*Head lice are spread through head to head contact at home, while playing or in school.* ***Regular wet combing of your child’s hair*** *using a head lice detection comb is the best way to catch this possible problem at an early stage. At Cramond we encourage all parents to ’bug bust’ their children’s hair regularly. Only by working together, can we combat these pesky pests!*

# Our Staff & Classes 2015 – 16

***Teaching and administration staff and Class Arrangements for 2015/16***

***Headteacher***: Mrs Helen Donaldson

***Depute Head Teache***r : Mrs Gillian Waddell (not Wednesdays)

***Business Manager*** : Mrs Adam (Wednesdays, Thursdays & Fridays)

***School Administrator***: Mrs Pollock (from 26th October 2015)

***Clerical assistant***: Mrs Taylor

***Service Support Officer*** : Mr Graeme Barclay

***Nursery Team:***

***Depute Head Teacher :*** Mrs **Gillian Waddell**

***Nursery teacher*** :  Mrs Rose

***Early Years Officer :*** Mrs Mackay

**Early Years Practitioners** :  Ms Dann, Mrs Bain (Mon – Wed), Mrs Black (Thurs & Friday), Ms Mediouni

***Modern Apprentice*** : Ms Stewart-Evans (known as Ms Hope)

***Pupil support assistants:*** Mrs Peach & Mrs Stewart, Mr Gorringe (Friday pm)

***Primary 1 :*** Mrs Turner, Mrs Kottis, Mrs Forsyth & Mrs Stewart (Wednesday 1F)

***Primary 2 :*** Ms Cessford & Ms Nichol (Thurs Mrs Warrender)

***Primary 3 :*** Mr Short & Ms Justine Fialka (Thursday – Ms Hume)

***Primary 4 :*** Mrs Naeem (maternity leave – Ms O’Neil) & Mrs Newton

***Primary 5 :*** Ms Sue Steele (Mrs Warrender – Wednesdays) & Ms O’Driscoll

***Primary 6 :*** Mrs McKay Principal Teacher (Thurs – Mrs Stewart) & Mrs Hansen

***Primary 7 :*** Mr Powell & Ms Tekkatte

***Support for Learning :*** Mrs King

***Pupil Support Assistant team (PSA’s) :*** Mrs Fortune, Mrs Telfer, Mrs Alderdyce, Mrs Atkinson, Mr Gorringe, Mrs Stewart, Ms Quinn, Mrs Kilgour, Ms Calder & Ms Craig

***Reduction in class contact teachers***

Art Mrs Dalziel (Mondays, Wednesdays, Thursdays)

PE Mr Macbride (Tuesdays, Wednesdays)

Modern Languages Mrs Cullen (Tuesday am)

**Medical care at school:** At Cramond we aim to help meet the health care needs of all our pupils. If a child is taken ill or has an accident during the school day, we will make contact with the family as soon as possible. If a serious accident were to occur, we would call emergency services or take the child directly to the Sick Kids Hospital and make contact with the family. If a parent cannot be contacted, we will phone the emergency contact numbers – we ask for these numbers when your child starts school in case of such emergencies.

***Please make us aware of all your child’s medical needs through completing the medical information form and then updating this if circumstances change***.

A health care plan will be compiled to support children if this is necessary.

If your child requires a course of medication but is still attending school, ***a parental consent form must be completed.*** There is a designated member of staff who will ensure that all pupils receive their medication.

**Pastoral Support**

All staff are committed to supporting your child’s learning and personal development. Some factors affecting learning can occur suddenly, with a short or long term impact. Having a shared understanding of these factors can let us support your child better at school. Please let us know of any changes to medical needs, financial pressures, changing family circumstances, or bereavement. Mrs Donaldson, Mrs Wadell or class teacher will be happy to meet you at any time to discuss any arising factors. Be reassured we will respect your privacy and understand how difficult life can be at times. By working together, our partnership will be mutually beneficial.

**Health and Safety** Within the general policy laid down by The City of Edinburgh Council, the Children & Families Department has prepared and has continuing development of, safety policy statements for all areas of its responsibility in accordance with the [Health and Safety at Work Act 1974](http://www.hse.gov.uk/legislation/hswa.pdf" \t "_blank). 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/carers in promoting good practice in health and safety matters is of great importance to the school.

**Section Two – Parental Involvement in the School**

Parental involvement is very important as we know it helps children do better in school.

* We wish to encourage a partnership with you to ensure the best possible standards of pupil learning, development, participation and positive behaviour.
* Parental Consultation We offer opportunities for you to discuss your child's progress with teachers through arranged meetings. You will be advised when these meetings take place. Over and above these set meetings, parents are welcome to contact the school at any time to ask for information or for a meeting to discuss any issues or concerns. We encourage parent participation in supporting their child’s learning through supporting our homelearning policy, sharing learning through pupil performances, open mornings and assemblies. You can keep informed of the wide range of events through our school website which is regularly updated
* Parental Involvement : At Cramond we have a very proactive and supportive parent body. The PSA and Parent Council work together to support our school community, staff, pupils and wider parent body. Parents are welcomed to be involved with their child’s education and learning. All parents / carers are automatically members of the Parent Forum at their child’s school. As a member of the Parent Forum all parents can expect to
* receive information about the school and its activities;
* hear about what partnership with parents means in our school;
* be invited to be involved in ways and times that suit you;
* identify issues you want the parent council, to work on with the school;
* be asked your opinion by the parent council on issues relating to the school and the education it provides;
* work in partnership with staff; and enjoy taking part in the life of the school

Parents / carers are encouraged to volunteer as representatives of the Parent Council if they wish. The main aims of the Parent Council are:

* To support the school in its work with pupils
* To represent the views of parents
* To promote contact between the school, parents, pupils, providers of nursery education and the community
* To be involved in the appointment of senior promoted staff.
* To raise funds for the school for the benefit of pupils and organise community events. See the parent involvement section of our website or contact the school office for details of current parent council representatives.

For more information on parental involvement or to find out about parents as partners in their children’s learning, please visit the Parentzone website at [www.parentzonescotland.gov.uk](http://www.parentzonescotland.gov.uk/).

**Section Three – School Curriculum**

This section describes how the curriculum is planned and delivered in our school including the range of subjects and subject areas your child will be learning. It also includes information on how pupils develop skills for learning, life and work, including literacy, numeracy and health and wellbeing in and out of the classroom.

**Curriculum for Excellence**

***Bringing learning to life and life to learning***

Curriculum for Excellence has now been introduced across Scotland for all 3-18 year olds – wherever they learn. It aims to raise standards, prepare our children for a future they do not yet know and equip them for jobs of tomorrow in a fast changing world.

Teachers and practitioners will share information to plan a child’s ‘learning journey’ from 3-18, helping their progression from nursery to primary, primary to secondary and beyond, ensuring each transition is smooth. They’ll ensure children continue to work at a pace they can cope with and with challenge they can thrive on. Curriculum for Excellence balances the importance of knowledge and skills. Every child is entitled to a broad and deep general education, whatever their level and ability. Every single teacher and practitioner will be responsible for the development of literacy and numeracy from Early Level through to Senior Phase. It develops skills for learning, life and work, bringing real life into the classroom, making learning relevant and helping young people apply lessons to their life beyond the classroom. It links knowledge in one subject area to another helping make connections in their learning. It develops skills, which can enable children to think for themselves, make sound judgements, challenge, enquire and find solutions..

There is an entitlement to personal support to help young people fulfil their potential and make the most of their opportunities with additional support wherever that’s needed. There will be a new emphasis by all staff on looking after our children’s health and wellbeing – to ensure that the school is a place where children feel safe and secure.

Ultimately, Curriculum for Excellence aims to improve our children’s life chances, to nurture successful learners, confident individuals, effective contributors, and responsible citizens, building on Scotland’s reputation for great education.

Please contact the school or see our school website if you would like any further information about the curriculum within our school.

**Active Learning**

Curriculum for Excellence emphasises the value of an active learning approach. In the early years, children will have a range of learning experiences that include planned and purposeful play and stimulating learning which engages and challenges children’s thinking using real life and imaginary situations. As children progress through school they continue to be involved in active learning experiences, which are engaging and give them ownership of their own learning.

**Planning Children’s and Young People’s Learning**

Teachers in nursery, primary and secondary schools share their learning intentions with pupils, parents and carers. This takes place on a day-to-day basis, by agreeing the aims of an individual piece of work. Longer-term planning also takes place in a variety of forms.

# Homework – (we call this homelearning at Cramond)

We have a clearly defined policy on homelearning , a copy of which will be distributed to you on an annual basis. Pupils are regularly given homework to support their learning and to encourage them to become more organised and self-supporting in their learning. Homework tasks will be given where a teacher feels a particular child or group of children may benefit from it. The homework will be organised according to the stage and ability of the child, it can arise from all curricular areas, and it may include written, oral or practical activities. The tasks set will be interesting, worthwhile and challenging for the child. Parents are encouraged to help pupils with their homework as a means of keeping them up to date with the work of the class and the child’s progress and to promote partnership between the school and parents. Homework provides an opportunity to consolidate what has been learned in class, and makes you aware of what your child is learning and provides you with a useful discussion starter. Homework is also an integral part of school work. Parental interest and co-operation in ensuring homework is undertaken, is appreciated.

**Religious Instruction and Observance**

Parents who wish to exercise their right to withdraw their child from religious instruction and / or observance should contact Mrs Donaldson, in writing, and alternative arrangements will be made for your child. We offer as wide a range of sporting and cultural activities as possible. Details of school events, including special assemblies or visits by school minister are displayed on the school website.

**Active Schools**

The fundamental aim of Active Schools is to give school-aged children the tools, motivation and the opportunities to be more active throughout their school years and into adulthood. These opportunities are available before, during and after school, as well as in the wider community. For further information contact the Active Schools Coordinator or Mrs MacKay, principal teacher & sports champion, via the school office.

Assessment

As pupils progress through our school, teachers use a range of assessment strategies, including Assessment for Learning strategies as well as setting tests. Pupils are also involved in assessing their own progress and developing their next steps.

We recognise that all pupils do not develop and progress at the same rate and, therefore, we use both group and individual methods to ensure that all pupils are given appropriate instruction and the opportunity to succeed. Please contact the school if you have any concerns about your child’s progress.

# Section Four – Support for Pupils

This section gives information about how pupils’ additional support needs will be identified and addressed and the types of specialist services provided within our school.

**Getting It Right for Every Child** Taking care of our children's well-being and making sure they are alright - even before they are born - helps us ensure the most positive outcomes for them later in life. It gives them the potential to grow up ready to succeed and play their part in society. Our school adopts the ***Getting it right for every child*** in Edinburgh approach to give the right help to children, young people and families, when they need it from a joined up multi agency team.

Getting it right for every child aims to improve outcomes for all children and young people. It promotes a shared approach that:

* builds solutions with and around children and families
* enables children to get the help they need when they need it
* supports a positive shift in culture, systems and practice
* involves working together to make things better

Getting it right for every child is the foundation for work with all children and young people, including adult services where parents are involved. It builds on universal health and education services, and is embedded in the developing early years and youth frameworks. Developments in the universal services of health and education, such as Better Health Better Care and Curriculum for Excellence, are identifying what needs to be done in those particular areas to improve outcomes for children.

**Protecting Children and Young People**

We place a high priority on the well-being and safety of our pupils. To this end we have in place a personal safety programme to give pupils knowledge and life skills to keep them safe from all form of abuse. Where we have concerns that a child about the possible abuse of pupils we are required to follow the Edinburgh and the Lothian’s Inter-Agency Child Protection Procedures which set out the specific duties and responsibilities towards the child and their parents/carers.

**Additional Support Needs**

* As with all local authority schools in Scotland, Cramond operates under the terms of the Additional Support for Learning Act (2009) and its accompanying Code of Practice. Further details of the policies and procedures can be found on Edinburgh Council website at [www.edinburgh.gov.uk/InOnTheAct](http://www.edinburgh.gov.uk/InOnTheAct)
* Additional support Needs At Cramond *Pupils with additional support needs are fully included at Cramond. Learning will be supported by differentiation within class work, Learning assistants work in consultation with teaching staff to support pupils learning on individual and group basis. Our Support for learning staff will advise teaching staff, lead learning assistant group programmes and teach learners in small groups or individual basis as required. Some pupils will receive audited hours and may have an individualised education plan (IEP) or additional support plan (ASP) outlining strategies, strengths and development targets. Any pupil plan is written in consultation with parents and external agencies involved with your child.*
* *Able pupils are also supported to ensure that their learning needs are met.*
* *If you are concerned about any aspect of your child’s learning you should contact the school to arrange a meeting with the class teacher and/or support for learning or leadership team. Mrs Gillian Waddell, our DHT coordinates provision for additional support needs and will happily meet with any parent or carer to offer support or guidance.* We work with other agencies and professionals – for example, Social Work Services, Educational Psychology Service, National Health Service and you the parent to make decisions with regards to the best possible education to meet the needs of your child within the resources available.
* *Parents, carers and children with additional support needs can also seek independent advice and support through:*Enquire: www.enquire.org.uk, 0845 123 2303

**Scottish Independent Advocacy Alliance**, www.siaa.org.uk, 0131 260 5380 **Take Note:** National Advocacy Service for Additional Support Needs (**Barnados & the Scottish Child Law Centre**) www.sclc.org.uk, 0131 667 6633.

**School Health Service** A team of specialist Health Service and Children and Families Department staff work together to provide a service throughout your child’s years at primary and secondary school. 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, make every effort to work closely with parents/carers 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 for vision, hearing or speech, are provided to all children on a routine basis to discover which children may need further tests or Parents/carers 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 the child’s parents/carers will be informed and consent requested. The issue of maintaining confidentiality, is taken seriously by the School Health Team at all times. **School Nurses** are involved with health promotion and education, prevention of ill health, immunisation, health surveillance and screening. The **School Doctor** is made aware of any possible problems and parents or carers and the family doctor are informed if any further action is considered necessary. ***The School Nurse acts as an important link between home and school***. She visits the school and liaises with the teachers to find out whether any pupil has a health need that requires to be addressed. The School Nurse can link with other members of the health team, in the community or in hospital, concerned with a child’s health. The School Nurse reviews the notes of all children in Primary 1, 4, 7 and Senior 3 as well as those of all new entrants. An information booklet about the School Health Service is issued to all Primary 1 pupils and any new pupils coming from outwith the Edinburgh area. Parents/carers are also asked to complete a health questionnaire about their child at Primary 1, 7 and Senior 3 and asked if they would like their child to have a medical consultation with the School Doctor. The School Doctor may ask for your consent to examine your child if his/her medical records are incomplete or if the doctor particularly wishes to check on his/her progress. You will be invited to be present at any medical examination and kept informed if the School Doctor wishes to see your child again, or thinks that he / she should be seen by the family doctor, or a specialist in paediatrics. You can, if you wish, arrange for your family doctor to undertake the examinations instead of the School Doctor, but you may be charged a fee for this. The School Doctor or Nurse will be pleased to see you and your child at a mutually convenient time if you are concerned about his/her health or general progress at school. With your consent, the School Health Service Staff also carry out immunisations to protect against various diseases. The Audiometric Team normally checks children’s hearing on a number of occasions before the age of 13/14 years. The School Health Team will be told if your child seems to have a hearing problem and they will inform parents/carers and GPs as necessary. The Speech and Language Therapist can provide assessment and, if necessary, treatment if you, a teacher or the School Doctor feels that your child may have a speech or language problem. Any enquiries concerning the provision of dental services should be made to: The Director of the Community Dental Service, 16 Duncan Street, Edinburgh, EH9 1SR (Tel. 0131 667-7114).

**Transitions – Moving to a New School or Leaving School**

This section also gives information about transition. There are also details about making a placing request to another school.

**Nursery Provision:** Cramond has 50 morning and 50 afternoon places for children aged 3-5 years. The nursery class is non-denominational. Placement in the nursery class does not guarantee a place at Cramond Primary. Mrs Waddell DHT manages nursery intake.

### Transfer from nursery to primary

Before leaving nursery, a transfer of information record for each child will be prepared by nursery staff to ensure a smooth transition and continuity of education for the child transferring to primary.

**Primary School Admissions** Starting school is a very important milestone both for children and their parents. The vast majority of our parents choose their local, catchment school and we plan our education provision to ensure we can provide places for new pupils at their catchment school. In the run-up to November's registration week for the new Primary 1 intake each school will offer an opportunity for you to visit them. You can speak to staff to find out more about the school first-hand. You can see how the school runs; discuss the curriculum and their priorities as well as seeing recent examples of pupils' work on display. In many cases you may also have the chance to meet other parents who already have children there. All of this will help you understand the school's unique character and give you an insight into the learning environment that your child could enjoy there. All Edinburgh schools offer a high quality educational experience.

**Primary to Secondary Transfer** Visits to our local secondary school are organised before the summer holidays and children from other catchment schools who will be attending the same secondary school will have the opportunity to meet and get to know each other and their teachers. While the children are participating in classroom activities and meeting their class teacher, parents will have an opportunity to view the school and are given a brief explanation of school life. If you wish your child to attend a secondary school other than the catchment denominational or non-denominational secondary school for your home address, you will be required to make a Placing Request as detailed in the Placing Request section below. You do not need to submit a Placing Request if you want your child to transfer from a non-denominational secondary school or vice-versa at the primary to secondary transfer stage, as long as the intended secondary school is still the catchment school for your home address. Parents of children who are planning to change from denominational to non-denominational or vice-versa between primary and secondary school should ensure that both the primary school and the intended secondary school know what is to happen.

###### **The catchment Secondary School for Cramond is the Royal High School** [www.royalhigh.edin.sch.uk/](http://www.royalhigh.edin.sch.uk/)

Placing Requests

As a parent, you have the right to make a Placing Request for your child (ren) to be educated in a school other than the local school. If you would prefer that your child start P1 or S1 at another school instead of one of the catchment schools, you have to make a placing request. You can get an application form at any nursery or primary school in the city from mid November. Forms must be returned to: Grants, Awards and Placements, The City of Edinburgh Council, Level 1.1 Waverley Court, 4 East Market Street, Edinburgh, EH8 8BG by 24 December. If you apply for a place after this date, your request will be considered but if you apply after 15 March places in your chosen school may no longer be available. All parents have the right to make a request for a place for their child in another school. The Council must grant these requests where possible. When there are more places available in a school than there are placing requests for that school, then all the requests are usually granted. If the school you specify has more requests than available places, then each case is examined individually. Whatever you write on your application form is taken into account, so it is important that you include relevant details on the form. In recent years, as the primary school rolls have increased there has been a decrease in the number of places available for children living outside the catchment area and this has resulted in high numbers of placing request being refused. You should also note that a successful Placing Request for one child does not guarantee a successful one for another child. It may be, therefore, that a parent could end up with children at different schools. All children must also be enrolled at the catchment area school on the appropriate Enrolment Form whilst awaiting the outcome of their Placing Request Application*.*

**Transport for Placing Requests**  If a Placing Request is successful, parents will be responsible for the safety and transportation costs of their child to and from their chosen school.

**Transferring Educational Data about Pupils**

* The Scottish Government – Education and Training has asked that the undernoted advice be included in our school brochures. “Education authorities and the Scottish Government collected data about pupils on paper forms for many years. We now work together with schools to transfer data electronically through the ScotXed programme. Thus the Scottish Government has two functions: acting as a ‘hub’ for supporting data exchange within the education system in Scotland and the analysis of data for statistical purposes within the Scottish Government itself. Data on each pupil is collected by schools, local authorities and the Scottish Government. The data collected and transferred covers areas such as date of birth, Scottish Candidate Number (SCN), postcode, registration for free-school meals, whether a pupil is looked after by his/her local authority, additional support needs including disability and English as an Additional Language (EAL), and attendance, absence and exclusions from school. The SCN acts as the unique pupil identifier. Pupil names and addresses are not passed to the Scottish Government. Your postcode is the only part of your address that is transferred for statistical purposes, and postcodes are grouped to identify ‘localities’ rather than specific addresses. Data is held securely and no information on individual pupils can or would be published by the Scottish Government. 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 the ScotXed website will help you understand the importance of providing the data. In order to make the best decisions about how to improve our education service, the Scottish Government, education authorities and other partners such as the Scottish Qualifications Authority and Skills Development Scotland 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 examination results. Accurate and up-to-date data allows Scottish Govt to:
* *Plan and deliver better policies for the benefit of all pupils, and specific groups of pupils, Better understand some of the factors which influence pupil attainment and achievement. Share good practice and 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 use of pupil data can be found on the ScotXed website (www.scotxed.net).
* The Scottish Government works with a range of partners including Education Scotland and the SQA. 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 of the Scottish Government, 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. Decisions on the sharing of data will be taken in consultation with colleagues within and outwith the Scottish Government.
* Concerns If you have any concerns about the ScotXed data collections you can email the Senior Statistician, scotxed@scotland.gsi.gov.uk or write to The ScotXed Support Office, 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.

# Section Five – School Improvement

**Raising Attainment**

Monitoring performance and using the resulting information to secure improvement is an important part of the work of head teachers, school staff and officers within Children and Families. Every year each school publishes a Standards and Quality report which highlights the school’s major achievements. A parent summary of our School Improvement Plan is available on our school website.

**Websites**

You may find the following websites useful.

* [www.edinburgh.gov.uk](http://www.edinburgh.gov.uk)- contains information for parents and information on Edinburgh schools.
* <http://www.parentzonescotland.gov.uk>- parents can find out about everything from school term dates to exam results. This site also offers information for pre-5 and post school. It also lists relevant publications for parents and provides hyper-links to other useful organisations.
* [www.hmie.gov.uk](http://www.hmie.gov.uk/) - parents can access school and local authority inspection reports and find out more about the work of Education Scotland.
* [http://www.scottishschoolsonline.gov.uk](http://www.scottishschoolsonline.gov.uk/" \t "_blank" \o "www.scottishschoolsonline.gov.uk opening in new browser window) - parents can find out about individual schools. They can choose a school and select what type of information they need such as Education Scotland reports, exam results, stay on rates and free school meal entitlement.
* <http://www.childline.org.uk/Explore/Bullying/Pages/Bullyinginfo.aspx> - contains information for parents and children on varying forms of bullying and provides help for parents and children who are affected by bullying.
* <http://www.respectme.org.uk/> - Scotland’s anti-bullying service. Contains information for parents and children on varying forms of bullying and provides help for parents and children who are affected by bullying
* <http://www.educationscotland.org.uk/> - provides information and advice for parents as well as support and resources for education in Scotland
* <http://www.equalityhumanrights.com/> - contains information for everyone on equality laws within the government and local authorities.