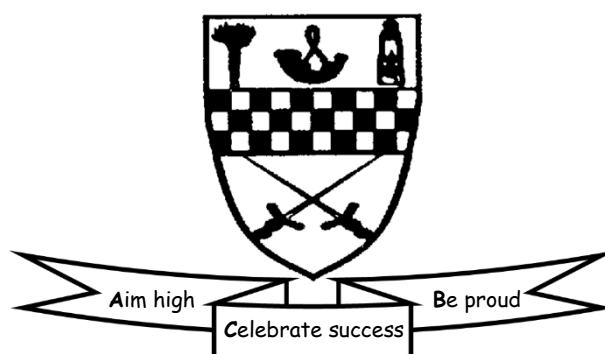


# Mauricewood Primary School

School Handbook  
2022 - 2023



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Dear Parents/ Carers,

I am delighted that you have chosen to send your child to Mauricewood Primary School and would like to extend a warm welcome to all pupils and their families.

At Mauricewood Primary our vision is to '**Aim High, Be Proud, and Celebrate Success**'. It expresses our commitment to every child achieving the best possible outcomes.

We believe all our children can achieve best in a community where they are happy, nurtured, respected and respectful. As a staff we strive to provide a stimulating and challenging curriculum that encourages our children to love learning and develop the skills needed for their future lives and work,

We recognise the importance of working collaboratively with parents to meet the needs of our learners, and we welcome contact with our families and the wider community.

We look forward to working in partnership with you and your child during their time at Mauricewood.

Yours sincerely,

*Jen Mouat*



## Contact Information

Mauricewood Primary School  
11 Muirhead Place  
Penicuik  
EH26 0LE  
0131 271 4630

Email: [Mauricewood.ps@midlothian.gov.uk](mailto:Mauricewood.ps@midlothian.gov.uk)

Web Site: <http://mauricewood.mgfl.net>

Head Teacher: **Mrs Jen Mouat**

Depute Head Teachers: **Mrs Susan Woodyer**  
**Miss Ali Ross (Acting)**

Admin Assistants: **Mrs Sandra Pearson**  
**Mrs Pamela Wilson**

Office Support Assistants: **Mrs Karen Smith**  
**Mrs Clair Hoyland**

Our office opening hours are from 8.30am and 4.00pm (8.30am – 12.30pm on Fridays). Outside these hours, and at busy times, please leave a message.

## **Staffing**

<b>Leadership Team</b>	
Head Teacher	Jen Mouat
Depute Head Teachers	Susan Woodyer Ali Ross (Tues / Wed / Thurs)
Principal Teachers	Jane Cunningham Gill Lee

<b>Office Staff</b>	
Admin Assistants	Sandra Pearson (Mon / Tues / Wed) Pamela Wilson (Wed / Thurs / Fri)
Office Support Assistants	Karen Smith Clair Hoyland (Mon / Tues / Thurs / Fri – mornings only)

<b>Teaching Staff – Juniper Block</b>	
P1A	Miss Olivia Wallace
P1B	Mrs Jenna Robertson / Mrs Judith McGee
P1/2	Mrs Jane Cunningham / Miss Lauren Polson
P2	Mrs Susan Anderson

<b>Teaching Staff – Sycamore Block</b>	
P2/3	Mrs Gill Lee / Mrs Niamh McLelland
P3	Miss Cheryl Nemec
P3/4	Mrs Julia Bell
P4	Mrs Lesley Burrell

Teaching Staff – Willow Block	
P4/5	Miss Nicole Brown / Mrs G-C (currently covered by Miss Lauren Polson)
P5	Mrs Sarah Richard / Mrs G-C (currently covered by Miss Lauren Polson)
P6A	Mrs Angela Wilson
P6B	Mrs Nicky Barr
P7A	Miss Anna Sheerin
P7B	Miss Kristel Maley

Specialist & Visiting Teachers	
PE	Mrs Gill McKendrick
Reduced Class Contact Time	Miss Rachel Ball

Teaching Staff – Support for Learning	
P1-4 SFL	Mrs Judith McGee
P5-7 SFL	Mrs Linda O'Callaghan
Support for Learning (Health and Wellbeing / Home Link)	Mrs Sheena McGillivray

Learning Assistants	
Miss Debra Croal	Mrs Frances Easton
Mrs Kerry Maxwell	Miss Clara Crawford
Mrs Yvonne O'Malley	Mrs Kirsty Rumble
Miss Naomi Fergusson	Miss Jenny Lavin
Mr Nathan Masson	Miss Nicola Blair (ELC & School)

We have a team of Early Years staff, led by **Mrs Chantal Forbes**, who runs our Early Learning and Childcare Setting (see our ELC handbook).

We are also supported by a team of catering and facilities staff members, who prepare and serve meals (catering) and clean and maintain the building (facilities). These teams are led by our Cook, **Ms Sara-Jane Nicol**, and our Head Cleaner, **Mrs Wilma Hardie**. Our caretakers are **Mr Andrew Knox** and **Mr Chris Hairs**.

## **General Information**

Mauricewood Primary School is a non-denominational, co-educational school which serves the north-western quadrant of Penicuik and includes many military families, comprising 26% of our school roll. We currently have approximately 370 school pupils, and a capacity of 54 in our Early Learning and Childcare setting.

Pupils from P1 - 7 are organised into 14 classes including a number of composite classes (made up of more than one year group). We predominantly organise our classes by age, in line with local authority policy. All children are taught at their ability level, regardless of stage. Guidelines for class sizes for P1 and P2 are a maximum of 25 pupils, and from P3 – P7 a maximum of 33 pupils. Composite classes do not usually exceed 25 pupils. It is often necessary, due to numbers, to reconfigure classes for a new school year, meaning that the class a child starts in may not remain their class for the duration of their time at school.

In addition to our class teachers, support for learning teachers and specialist and visiting teachers who cover reduced class contact time, we have visiting teaching staff who provide instrumental tuition in Woodwind, Double Bass, Cello and Guitar. We are also supported by a range of other professionals including an Educational Psychologist, a Teacher of the Deaf, and ASD Outreach Teacher.

## **Our School Day**

Primary 1 – 7 classes:            Monday – Thursday: 8.55 – 12.30 / 1.15 – 3.20  
Friday: 8.55 – 12.30  
(Morning Break: 10.30 – 10.45)

Learning Assistants supervise children during break and lunch in the playground.

## **Out of School Care**

There are two After School Care Clubs which are used by parents from Mauricewood. Children are transported by mini-bus, supervised by After School Club staff.

- YMCA: <https://www.ymca.scot/peniculc/home/introduction/childcare/>  
01968 674 851
- Schools Out: <https://schoolsoutpenicuik.com/>  
07762 815114

There are also several Child Minders in the area offering a child care service.

## **Our Vision, Values and Aims**

**Aim High Be Proud Celebrate Success**

At Mauricewood Primary 'Aim high, Be proud and Celebrate success' is an important part of our vision for our young people. It expresses our commitment to every child achieving the best possible outcomes. We aim to foster positive attitudes to learning and to others within our school, local and global community.

### **Our Values**

Our parents, pupils and staff want our children to be happy, confident and safe. We believe all our children can achieve in a community where they are nurtured, included, responsible, respected and respectful. This session we are in the process of reviewing our curriculum, and thinking about our school values with all stakeholders.

### **Our School Aims**

We aim within a stimulating learning environment:

- To provide a secure foundation of Literacy, Numeracy and Health and Wellbeing within a Curriculum for Excellence
- To develop effective assessment procedures and encourage pupils to attain highest levels of achievement
- To deliver via a range of appropriate teaching and learning approaches learning of the highest quality across the curriculum
- To develop learners as leaders of their own learning
- To foster self-esteem and positive attitudes towards others and the environment
- To recognise the importance of equity and take action to ensure all children can achieve success in all areas
- To ensure all our pupils develop skills for learning, life and work by developing a creative curriculum and partnerships within and beyond our community
- To create a safe and welcoming school where every individual is valued as a person in their own right
- To set high standards of work and behaviour
- To build upon the existing good relationships to achieve a genuine partnership between home and school



## **Enrolment**

Enrolment week for new P1 pupils normally takes place in November. This is done online. [https://www.midlothian.gov.uk/info/879/school\\_places/32/apply\\_for\\_a\\_school\\_place](https://www.midlothian.gov.uk/info/879/school_places/32/apply_for_a_school_place)

If you are making a placing request for a different school but you reside in our catchment, you must enrol with us as your catchment school first.

If you reside out with the catchment area but wish to make a Placing Request for your child to come to Mauricewood Primary, you must fill in a Placing Request Form as well as enrolling in your catchment school.

## **Transition from Early Learning and Child Care Settings to Primary 1**

In the summer term, you will be invited to the school for a meeting about starting school. Adults and children will meet staff and the children will spend time in classrooms and learning spaces.

Parents / Carers will be given information about starting school and have the chance to ask any questions. There will be other opportunities for children to visit P1 and staff are happy to visit children coming from other nurseries in their own setting.

Mauricewood is an inclusive school and in partnership with a variety of agencies we aim to meet the needs of all children. If your child has additional support needs please let the Head Teacher know so we can ensure they have the best possible start in school.

## **Formation of classes**

Classes are formed each session according to the number of staff allocated to the school based on school roll. Classes are either straight classes with 1 year group in the same class or composite classes where children from 2 or more year groups are joined in one class. When a composite class is made children are allocated to classes according to their date of birth unless there are exceptional circumstances. Composite classes are limited to 25 pupils. Although unlikely, class composition can change right up to the start of a new term.

## **Our Behaviour Expectations**



Be Respectful



Be Safe



Be Ready To Learn

## **Promoting Positive Behaviour and Relationships**

At Mauricewood we expect high standards of behaviour both in school and in the playground so that children can feel secure and happy and thus are able to make full use of the learning opportunities given to them. We recognise behaviour is learnt and teaching skills to handle conflict and tricky situations is an important part of health and wellbeing. We recognise that some children may require more support with regulating their emotions and managing their behaviour.

We believe that children thrive on praise, success and recognition. This does not mean that distressed behaviour is ignored and challenges will be dealt with in a consistent manner. We operate a policy of “public praise, private criticism” to promote positive behaviour.

We use restorative approaches whenever possible. This means that we discuss with children the harm caused by their actions and give children opportunities to express how they feel about a situation. We take a solution-seeking approach, which means that we help children to consider how they might put things right. Consequences for poor behaviour choices are private between that child, the adult and if necessary the child’s parents. Consequences should be logical and / or natural. We work with parents to seek improvement to behaviour where challenging behaviour occurs. Sometimes we may seek supports from other agencies.

## **Handling Conflict**

We aim to support children in finding ways to deal with conflict that do not involve hitting or hitting back. It is natural for parents to want their child to stand up for themselves and we look at non - physical ways of doing this productively In our experience children who are encouraged to hit back are far more likely to be involved in fighting with other children and are more likely to hurt and be hurt. Your child will learn strategies that help them to know what to do when things go wrong.

## **Transition to High School**

Most pupils from Mauricewood Primary School transfer to Beeslack Community High School. Parents will receive communication from Midlothian Council about this, however if you wish to contact Beeslack Community High School in the meantime, the details are as follows:

Beeslack Community High School  
Edinburgh Road  
Penicuik  
Tel: 01968 678060

Some of our pupils reside in the catchment for Penicuik High School.

Penicuik High School  
30a Carlops Road  
Penicuik  
Midlothian  
EH26 9EP

Email: [penicuik\\_hs@midlothian.gov.uk](mailto:penicuik_hs@midlothian.gov.uk)

If you wish your child to go to another High School out with your catchment area you will need to fill in a Placing request Form.

A member of the Senior Leadership Team will oversee the transition to high school, making regular contact with staff from the high school and ensuring that important information is shared appropriately in order to best support the children. There will be a programme of transition events for all learners. Some children may require an enhanced transition package and this will be agreed in discussion with parents.

## **Attendance**

The majority of children at Mauricewood Primary enjoy school and coming to school is not a problem. However, as at any school, occasionally a child can be upset for a variety of reasons and it is important that any difficulties are discussed with staff so that the child can feel happy and settled again as quickly as possible

If your child is unavoidably absent, contact should always be made with school by telephone or letter on the first day of absence. We will telephone you if your child is off and no contact has been made.

Occasionally your child may have a dentist or hospital appointment. Please notify us in writing or by phone if this is the case. You or another designated adult must collect your child within the school day. Children may not leave school for appointments during the school day on their own. Children may go home for lunch, if you let us know. Please also notify us if for any reason a child cannot return after lunch.

Parents are responsible for ensuring that their child attends school regularly and on time. If there are concerns about attendance, a member of the Senior Leadership Team may contact you to discuss and help resolve any problem.

## **Family Holidays**

The Scottish Government requires schools to class any family holiday taken during term time as unauthorised, unless there are exceptional circumstances. Please arrange family holidays out with term time as any absence during the session puts the child at a disadvantage on return when the rest of the class have moved on with their work. Please note that if you do arrange a family holiday during term time, the school does not provide work for your child. If you feel that there are exceptional circumstances which might warrant a term-time absence from school please contact the Head Teacher.

## **Uniform**

At Mauricewood almost all children wear school uniform. This fosters a sense of pride and identity and prevents parents from spending money on more expensive clothing.

The uniform consists of

- navy blue sweatshirt/ hooded top/ cardigan
- white or blue T-shirt or polo shirt
- black, navy or grey trousers or skirt.
- **Red sweatshirt / hooded top for P7 children only**

Sensible, comfortable footwear should be worn.

Children will have PE at least twice a week. For this they need gym shoes, plain shorts and a T-shirt. This kit should be kept in school. We regularly have PE outdoors and children can wear joggers and or sweatshirt if you prefer. For safety reasons jewellery (including earrings and studs) may not be worn in the gym.

**Please label your child's clothing so that it can be easily identified.**

( one blue sweatshirt looks very similar to another!)

Midlothian Council policy states that schools do not replace lost or stolen items of uniform or other property, but that parents contact the council directly to make any claims for these.

## **Outdoor Clothing**

We encourage our children to play outdoors at breaks and lunches in all but the most extreme weather. Please ensure that your child comes to school year-round with suitable outdoor clothing for the weather, remembering that the weather may change throughout the day. During winter months children require jackets (waterproof advised) and we would encourage hats, scarves and gloves too.

Please be aware that children do sometimes get muddy and dirty in the course of their play. We suggest that you send a change of clothes in your child's bag.

## **Parent Pay**

We have moved to a cashless system and strongly encourage parents to register with Parent Pay. You can then pay all school monies for lunches, uniforms, milk and trips etc. online, saving lots of time, reducing the need to find change and the possibility of cash being lost. When your child starts at Mauricewood they will be given an activation code on a letter which will explain how to get started. If you have any problems with this please don't hesitate to contact the school office.

## **School Lunches & Milk**

Midlothian Council runs a lunch service at school. £2.10 buys a 2 course main meal or a choice of sandwiches, soup, yoghurt, home baking or fruit. Children bringing packed lunches may eat these in the dining area, or outside weather permitting. **All Primary 1 – Primary 5 children are entitled to free school meals.** Children can choose to have milk and this is either paid termly or yearly.

## **Free School Meals and Clothing Grants**

The Authority operates a scheme of free school meals and clothing grants to assist parents on low incomes. These grants are available for pupils whose parents/carers are in receipt of at least one of the following benefits:

- Income Support
- Income Based Job Seekers Allowance
- Child Tax Credit (but not Working Tax Credit) with an annual income of less than £16,190
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit and Working Tax Credit with an annual income less than £6,420

Further information and an application form see Midlothian Council's website.

[https://www.midlothian.gov.uk/info/855/school\\_meals/117/free\\_school\\_meals\\_and\\_clothing\\_grants](https://www.midlothian.gov.uk/info/855/school_meals/117/free_school_meals_and_clothing_grants)

Please be aware that applications for the free school meals and clothing grant are open for new applicants only at certain points of the school year.

All Primary 1 – Primary 3 children are entitled to free school meals but families on low incomes should still apply to ensure they can get the clothing grants.

## **Pupil Equity Fund (PEF)**

Funding is allocated to schools on the basis of the numbers of families in receipt of free school meals and clothing grants. If your child is eligible but does not apply for these grants, they are not included and the school receives less financial support. Our staff are very happy to advise with the filling out of forms. PEF Funding is targeted to support the school in a number of ways, but with the overall aim of closing the poverty-related attainment gap.

## **Communication**

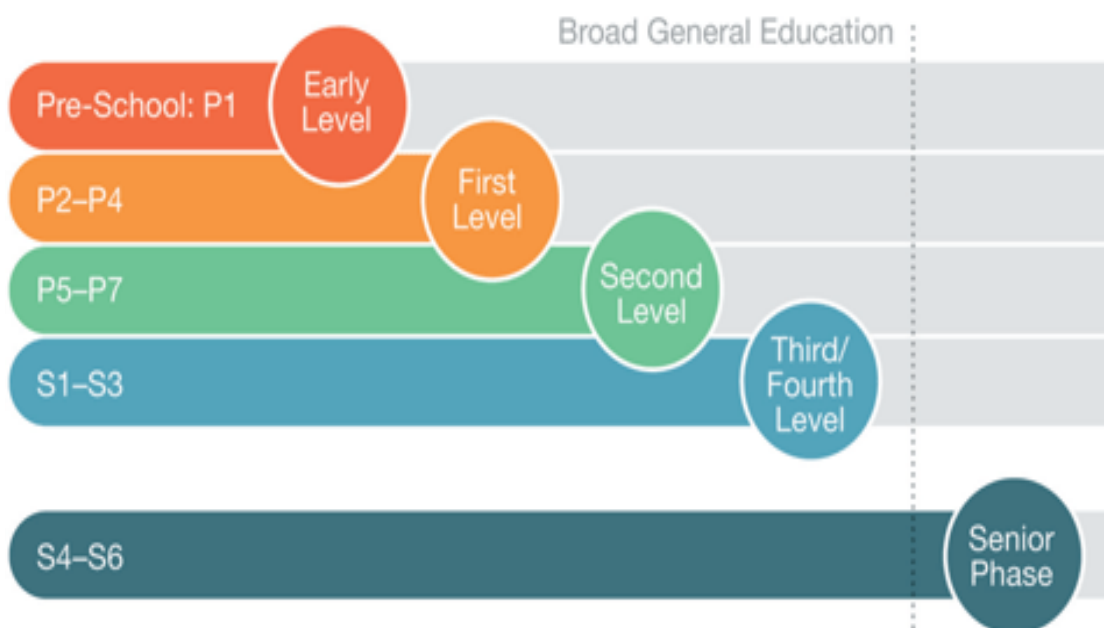
At Mauricewood we use the School App for Parents as a main form of communication for parents and carers. The App is free to download and has different sections to make it easy to use. The Calendar gives current information on school dates and events. The Messages section allows us to contact all users of the App and we use this for reminders of events and new information. The News section allows us to share articles of interest with parents and carers. We have received positive feedback from parents about how easy it is to use and they welcome the close communication between school and home.



## The Curriculum

All Scottish Schools follow Curriculum for Excellence, with the purpose of developing our children as successful learners, confident individuals, effective contributors and responsible citizens.

Children receive a broad general education (BGE) through Early, First, Second, Third and Fourth levels, leading to national qualifications at S4 to S6 (Senior Phase)



This is a general guide. Learners will progress at their own pace through the curriculum levels - the framework is designed to be flexible to permit careful planning for those with additional support needs, including those who have a learning difficulty and those who are particularly able or talented.

The curriculum is organised under the following areas

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

## **Learning and Teaching**

We have a great emphasis on making learning in all these areas as active and meaningful as we can and your child will often be taught through inter disciplinary topics which I am sure you will hear about at home.

When teachers plan for learning they take account of what children already know, as well as their interests and skills. The children are encouraged from the nursery up to be as involved as possible in planning and evaluating learning alongside early years and teaching staff.

Children will be taught by a variety of methods: individually, in a group and with the whole class. Working together is particularly important in developing skills for learning, life and work. We also value learning outdoors and regularly work in our local environment and take children further afield on educational trips.

This session, as part of our School Improvement Plan, we are reviewing our Curriculum Rationale, thinking about what makes Mauricewood unique, what we want for our learners and how we can ensure that our curriculum meets these aims. We are in consultation with parents, pupils and staff to complete this review.

All pupils from P1-7 in Midlothian schools are provided with a device (either Chromebook or iPad) for use in school and at home. User agreements have to be signed before devices can be allocated. These devices are on loan to pupils for the duration of the school year.

## **Assessment and Recording**

The purpose of assessment is to find out if learning has been effective and enables the teacher and pupil to plan next steps. Pupils are continuously assessed throughout the year using a variety of approaches. Pupils are actively involved in assessments identifying their strengths and next steps.

All P1s P4s and P7s in Scotland take part in a standardised assessment tasks in Numeracy, Reading and Writing in line with current national requirements. These assessments are known as Scottish National Standardised Assessments (SNSA). The purpose of these tasks is diagnostic, to provide information about the skills children have mastered and help us to set next steps in learning.

Those children who join us during a session or at any stage will be assessed by staff over the first few weeks, taking into account reports from previous schools, samples of work and performance in class. Parents with any concerns about their child in this transition period should raise them with the class teacher so we can make sure they are resolved as soon as possible.

Further details about the curriculum and learning and teaching can be found on Education Scotland website which includes Parent Zone <http://www.educationscotland.gov.uk/thecurriculum/>



## **Children with Additional Support Needs**

We are committed to inclusion and offering an appropriate curriculum to all children. There are many reasons which may lead to some children and young people having a need for additional support: family circumstances, interrupted learning, disability, specific learning difficulties, health needs and social and emotional factors. Support may be for a short or long period of time. We have the benefit of two part time learning support teachers who will work with children sometimes on a one to one basis and sometimes within a group or class.

We also work with a variety of staff from within the wider education directorate, and with other agencies. Children's Services and the NHS support children with a wide range of educational and health needs. 'Team Around the Child' provides a multi-agency forum for discussion of how best to support or assess the needs of children. Any referral to this group would be agreed first with parents/carers.

If children require individual planning a Child's Plan or IEP (Individualised Education Plan) with long and short term targets is drawn up with all those involved, including the pupil and their parents/carers. For children with long term complex needs requiring coordinated support out with education staff a Coordinated Support Plan (CSP) may be considered. Sometimes it is necessary for a child's needs to be met through shared placement with another specialist educational provision. If you would like to discuss your child's needs, you can contact the class teacher, a member of support for learning staff or a member of senior leadership.

## **Home Learning**

We have in place a whole school policy on home learning. Pupils will be given home learning tasks on a regular basis.

Homework reinforces or extends work done in class. It gives parents the opportunity to see what children are doing, a chance to offer encouragement, and develops the habit of independent working.

Homework will be varied. Across the school all children have numeracy and literacy homework and occasional pieces of work in other curricular areas.

We ask that parents support the school's Homework Policy as much as possible, and that they ensure homework is completed. We will notify parents when homework is not completed regularly. Many teachers use Google Classroom as a digital platform for completing home learning tasks. If you have concerns about home learning, please contact your child's teacher.

## **Reporting to Parents**

We have Parents' Consultation evenings in October and March. These give parents the opportunity to discuss their child's progress, although if at any time during the session you have concerns or worries please don't hesitate to make an appointment. Parents will receive a written report at the end of the year and staff will be happy to discuss any concerns arising from it.

## **Communication with Parents**

If you have any concerns about your child in school, either academically or socially, please contact their class teacher in the first instance. If you feel that you require further support from a member of the senior leadership team (SLT), you can contact the school office and ask for the appropriate member of SLT as follows:

- ELC – P2: Mrs Mouat (HT)
- P3 – P5: Mrs Woodyer (DHT)
- P6 – P7: Miss Ross (DHT Acting)

## **The Parent Council**

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

The Act aims to help all parents to be:

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

Parent Council members volunteer and are nominated from the members of the Parent Forum which is made up of all the parents with children in attendance at the School. Midlothian Council has developed guidance for Parent Councils including a support pack to assist with the establishment of a Parent Council.

### **At Mauricewood, we have the following:**

- Parent Council
- Parent Fundraising group or PTA (Parent Teacher Association)

### **The objectives of the Parent Council are:**

- To work in partnership with the school to create a welcoming school which is inclusive for all parents
- To promote partnership between the school, its pupils and all its parents
- To develop and engage in activities which support the education and welfare of the pupils

- To identify and represent the views of parents on the education provided by the school and other matters affecting the education and welfare of the pupils
- To exist as an executive group representing formal groups within the school, aiding communication within and between groups

A member of the Parent Council can be contacted through the school. All parents are welcomed and encouraged to attend PC meetings which tend to be held monthly. Information about upcoming meetings can be found on the School App for Parents.

### **Our Parent Fundraising Group**

We are very fortunate to have a very supportive and active fundraising group. They meet regularly and organise a number of fundraising and fun events throughout the year. They welcome any support and help. Our newsletters will keep you up to date with these events and provide you with regular information on the school.

A member of the Parent Fundraising Group can be contacted through the school.

### **Occasional and Emergency Arrangements**

Very occasionally the school may be closed earlier than normal because of some unforeseen event such as heating failure or very severe weather conditions. In the event of emergency closure of the school, Midlothian Council will notify the following radio stations and will also update the Midlothian Council website:

Forth 1-197.3fm Forth 2-1548am Real Radio – 100-101fm Black Diamond FM – 107fm

The pupils will be dismissed only if we are able to contact parents by telephone or text and are satisfied that someone is at home or arrangements have been made for an adult to look after your child. Children will be kept in school until such contact is made.

### **Health and Safety**

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

We have a number of gates in the school grounds which are locked or closed at various times.

During periods of snow or ice, it is not possible to have all access routes cleared and therefore there is a designated path for your use.

Our Car Park is closed to unaccompanied children. Please ensure your child knows they should not use the front driveway access unless an adult escorts them.

## Playground Supervision

When pupils are at school, the responsibility for their safety rests with the Authority. The Head Teacher and staff undertake this responsibility as the Authority's representatives. This means that all reasonable steps are taken to prevent any pupil suffering injury and to ensure that accidents and difficulties are reported to a responsible adult and appropriate action taken. Families should note that there is no adult supervision in the playground before 8.55 and after 3.20. During school hours, risks are assessed, supervision is in place and is reviewed regularly, and any accidents or incidents are responded to.

## Medical Care

If your child is taken ill at school, you (or your emergency contact) will be informed and asked to collect your child from school. No child is allowed to leave school during the day unless accompanied by an adult.

Where a child has a contagious condition, which may lead to others being affected, the school should be notified. In line with NHS advice children absent from school with sickness and or diarrhoea should not return to school until they have been symptom free for 48 hours.

If your child has prescribed medicine that needs to be administered during the school day, a consent form **MUST** be filled in at school before any member of staff can do this. All medication must be prescribed for the child and be given in container provided with child's name and dosage on the label. Parents should give first dosage of any medication to ensure child does not have adverse reaction. An adult must always bring medication to school.

We have a number of trained emergency aiders in school, and two more comprehensively trained members of staff who serve as the designated first aider.

## Care plans

If your child requires long term medication / care the school nurse will complete a Care Plan which will be reviewed annually. School staff will follow the Care Plan so it is essential you update us with any changes. **All children with asthma or identified allergies should have a care plan.**

In the unlikely event of your child needing immediate hospital treatment we will inform you and if necessary take the child to hospital and meet you there.

The School Health Service is part of the Community Child Health Service and has direct links with the Health Visitors who carry out pre-school checks. The School Nurse, who may be helped by a Health Assistant, carries out regular checks on groups of children, gives advice on health and hygiene, tests eyesight from time to time and works with the school doctor. Parents are not normally notified of screening tests (vision, hearing, speech) and any parent who wishes her/ his child excluded should notify the school in writing at the beginning of the session.

With your consent, the school nursing service also carry out immunisations to protect against various diseases. The school nurse can also be consulted about any other matters pertaining to your child's health.

The Paediatric Audiology Service no longer carries out routine screening checks of children's hearing. Where a parent, carer or teacher has a concern about a child's hearing, a referral should be made to the Service. The child could then be called to attend for testing at a suitable local venue accompanied by the parent/carer.

The Speech Therapist can provide assessment and, if necessary, treatment if you or a member of staff feels that your child may have a speech or language problem including social communication difficulties.

Please do not hesitate to arrange through the Head Teacher to see the School Nurse if you want any more support or information.

### **Child Protection**

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

In circumstances where a school has a significant concern that a child or young person has, or is at risk of being harmed or abused, the school is required to pass information to Police, Social Work Department and Health colleagues who have a legal duty to investigate further. While we always endeavour to work in an open manner with parents and guardians, there are circumstances when it may not be appropriate or possible to inform the parent or guardian that a Child Protection referral has been made or that information has been passed on to these agencies. Under these circumstances, the decision as to how and when parents and guardians will be informed is the responsibility of Police, Social Work and Health Services as part of their investigation and the school will be informed by these services of the action they have taken. Should you wish to discuss this or any associated matter further, please contact the Head Teacher, who is the school's designated member of staff for Child Protection, or one of the Depute Head Teachers.

### **Road Safety**

Please make sure your child always crosses with the crossing guide if necessary on their way to and from school. Occasionally there is no guide and we try to get a message to parents as soon as we know this is the case. However, parents must remember that it is their responsibility, not the school's or the crossing guide's, to make arrangements for the safety of their child. Our Health Programme includes work on aspects of Road Safety.



*The car park is not open to visitors between 8.30 and 3.40 unless they need closer access due to disability.*

## **Transport**

Midlothian Council Policy:

The Authority's current policy is to pay travelling expenses of those pupils attending the district school from within its catchment area who live more than 2 miles from that school.

Parents who choose to send their children to a school other than the district school will not receive assistance in relation to travel to and from school. Further details are available from the Education Office at Midlothian Council, Fairfield House, 8 Lothian Road, DALKEITH, EH22 3AA.

## **Parents in School**

At Mauricewood we have very supportive parents, many of whom have a little spare time to help out. We welcome parents into school and are always grateful for practical help in the classrooms, supporting learning and on outings.. If you have any spare time or skills to offer, please get in touch. Children always benefit when school and home work together.

## **Parental Engagement**

Parents and schools separately can do a great deal to assist children's educational development; together, they can achieve even more. We will keep you informed of your child's progress and we will deal confidentially with any information that will help us in planning his/her education.

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

We rely on your support and we welcome your feedback. We endeavour to engage parents in the learning that takes place in school through the Seesaw app. When your child starts at Mauricewood they will be provided with a QR code which will allow you to access their private online learning journal. Parental consent must be sought prior to Seesaw being activated.

## **DATA PROTECTION**

Here at Mauricewood Primary, we take your privacy seriously. Under the Data Protection Act 2018, you have a right to know how we collect, use and share your personal data.

This privacy notice explains the information we need in order to carry out School and Nursery provision. This activity is part of the Education Service provided by Midlothian Council. More information about the Education Service privacy notice can be found at:-

[https://www.midlothian.gov.uk/info/200285/access\\_to\\_information/338/privacy\\_and\\_cookies/9](https://www.midlothian.gov.uk/info/200285/access_to_information/338/privacy_and_cookies/9)

## **School Session Dates**

Term dates can be found here:

[https://www.midlothian.gov.uk/info/878/schools/2/school\\_term\\_dates\\_and\\_holidays](https://www.midlothian.gov.uk/info/878/schools/2/school_term_dates_and_holidays)

## **Complaints Procedures within Midlothian Council**

**At Mauricewood we endeavour to work closely with our parents/carers to resolve any concerns with a solution-focussed approach. Staff members will be happy to discuss any concerns that you have and will do their best to resolve any issues that arise.**

However, if you have a complaint the procedures below operate for Midlothian Schools.

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

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

1. In many cases, your concerns can be dealt with immediately; other matters may require more extended investigation. In any event, the Head Teacher will notify you, normally within five working days, of the school's response.

It is anticipated that, in most cases, this will result in a satisfactory solution for all concerned. Please note that complaints made directly to Midlothian Council will in the first instance be directed to the Head Teacher or appropriate senior member of staff.

2. If you are dissatisfied with the school's response, please notify the Head Teacher that you wish to pursue the matter further.

He/she will either review the proposed action or will let you know how to proceed, using the link below to commence with a complaint via Midlothian Councils Complaints Procedure:

[https://www.midlothian.gov.uk/forms/form/37/en/complaints\\_compliments\\_and\\_comments](https://www.midlothian.gov.uk/forms/form/37/en/complaints_compliments_and_comments)

An investigating officer will investigate the matter and endeavour to resolve any difficulties. He/she will report the outcome to you.

Nearly all matters of concern are resolved through the above procedures.

- 3.** If you remain dissatisfied, please contact again the officer involved at stage 2; he/she will review the situation and/or indicate what other avenues are open to you.
- 4.** In all cases, final appeal can be sought through the Chief Executive's office.