Meldrum

Primary School



School Handbook

2026 -2027

Respect : Honesty : Kindness : Perseverance : Responsibility

Meldrum Primary School

School Address: Westwood Park
Deans
Livingston
West Lothian EH54 8NW
Tel: 01506 280990

E-mail: wlmeldrum-ps@westlothian.org.uk

Website: https://meldrumprimary.westlothian.org.uk/

Head Teacher Lynne Egan (Seconded)

Principal Teacher Joanna Brown / Amy Jones

Teachers Fiona Lang, Ella McFarlane, Karen Orpin, Lesley Scobie, Jennifer Canning, Amy Jones, Kirsten Ross, Carolyn Stewart, Kerry McGrorty

Admin Assistant Lesley Stephenson

Support Staff Susan Stockwell, Catherine Watson, Jakki Kennedy, Tracey Conway

Music Specialist Roxanne Benezra (Woodwind), Jen Cuthbertson (Brass)

The School Day:

Monday to Thursday	Breakfast Club – doors open	8.15am
	School day begins	8.55am
	Morning break	10.45am – 11am
	Lunch break 1	12.30pm – 1.10pm
	Lunch break 2	12.50pm – 1.30pm
	School day ends	3.15pm
Friday	**As above. The only change is the school day ends at 12.30pm every Friday.**	

We have split lunch times, if you need to know which time your child has lunch, please contact the school office.

All children enter and leave school by their own classroom door at the times stated above.

Breakfast Club:

Is open to all pupils Monday to Friday. There is no charge and there is no need to book a place in advance. Pupils enter via the gym hall door.

School Handbook

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Section 1 - School Information

West Lothian Council Mission Statement

"Striving for excellence…working with and for our communities."

West Lothian Council Values

- Focus on customers' needs
- Being honest, open and accountable
- Providing equality of opportunities
- Developing employees
- Making best use of resources
- Working in partnership

School Aims

ATTAINMENT AND ACHIEVEMENT
To raise standards of educational attainment for all in school, especially the core skills of literacy and numeracy, and to achieve better levels in national measures of achievement including examination results.

FRAMEWORK FOR LEARNING
To support and develop the skills of teachers, the self-discipline of pupils and to enhance school environments so that they are conducive to teaching and learning.

INCLUSION AND EQUALITY
To promote equality and help every pupil benefit from education, with particular regard paid to pupils with disabilities and special educational needs, and to Gaelic and other lesser used languages.

VALUES AND CITIZENSHIP
To work with parents to teach pupils respect for self and one another and their interdependence with other members of their neighbourhood and society, and to teach them the duties and responsibilities of citizenship in a democratic society.

LEARNING FOR LIFE
To equip pupils with the foundation skills, attitudes and expectations necessary to prosper in a changing society, and to encourage creativity and ambition.

SCHOOL VALUES
Our school aims were reviewed and updated by our whole school community including pupils, teachers and parents. These can be found in red at the bottom of this page.

Section 2 – Standards

2.1 Attendance

Please help us develop in your child a regular habit of good time keeping. If circumstances arise when your child will be unavoidably late please provide a note of explanation.

The school enters pupil absence electronically using codes for particular reasons for absence. To ensure an accurate record is kept it is important that, should your child be absent, you provide an explanation for that absence either by letter or by telephone. Our school has a system which sends out an automated text message to a mobile telephone in cases of unexplained absence. The text is repeated regularly until answered. Parents/carers and schools must work in partnership in order to benefit from early notification of unexplained absence from school. Parents are urged to opt into this system.

The Scottish government has issued a directive informing local authorities that, due to the impact absences during term-time have on children's learning, any such absences will be recorded as unauthorised. Family holidays should therefore be taken out-with term times. If, in exceptional circumstances, you wish to take your children out of school, you must make your request to the Head Teacher in writing.

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

2.2 Ethos and Behaviour

Children learn to develop values and positive attitudes towards themselves and others in many aspects of the curriculum which in turn contribute to their personal and social development. Our schools work hard to build confidence and self-esteem and provide opportunities for children to contribute to the whole school community. Much of their development in these areas, helps to lay the foundations for becoming responsible citizens of the future.

We promote and expect a high standard of responsible behaviour from pupils towards staff, other pupils and towards their surroundings. Self-discipline is the key to good behaviour and we depend on your support in reinforcing the discipline guidelines of the school.

These guidelines are based on mutual consideration, good manners and respect and are in place to ensure the safety and well-being of all pupils and staff in school.

We ask your child to:	**We ask your child not to:**
• Be honest • Be kind and helpful • Care for others • Be hard working • Look after property • Listen to people • Cross the road safely	• Cover up the truth • Hurt others • Hurt others' feelings • Waste time or others' time • Damage property or drop litter • Interrupt • Leave the school without permission

2.3 School Dress Code

Each school has its own dress code, for the whole school, based on the Council's policy which all pupils will be expected to keep to.

At Meldrum, our school uniform consists of a red/black sweatshirt, black trousers or skirt and a red/white or black polo shirt.

West Lothian Council are not responsible for loss of or damage to pupils' clothing and personal belongings including mobile phones. Valuable items, including jewellery and unnecessarily expensive articles of clothing, should not be brought to school.

School Clothing Grants are available to parents in receipt of a qualifying benefit, application forms are available from the school or online. http://www.westlothian.gov.uk/schoolclothinggrants

The Council's Dress Code for Schools Policy is available online at www.westlothian.gov.uk

Section 3 – Ethos

3.1 Equality and Fairness

All pupils have the right to enjoy opportunities and activities, regardless of their background, race, gender or religion, so that they will be given the freedom to develop their full potential without constraint.

Our aim is promote self-esteem and a positive self-image in every pupil. Self-respect and respect for others is a priority. We treat boys and girls equally and offer the same opportunities to all pupils by offering a diverse curriculum, which addresses the needs and opinions of all. We aim to maintain an environment which is free from bullying, racism and other forms of discriminatory behaviour. We value your support in maintaining this ethos.

3.2 Partnership and Communication with Parents

West Lothian Schools operate an open, responsive policy with regard to questions or concerns that parents may have. Should you have concerns or complaints regarding the service provided you should raise these with the Head Teacher in the first instance.
Our school blog is updated weekly by school staff and curricular evenings and Parents' Meetings are held regularly. Your comments and suggestions on the work done in school and the service provided for you and your child, are welcomed.

Evaluation forms will be sent to you from time to time so that we can be sure that we are listening to what you say about the service provided for you and your child.

3.3 Parent Councils

A Parent Council is a group of parents selected by members of the Parent Forum to represent all the parents at a school on a voluntary basis. All parents/carers in a school are automatically members of the Parent Forum of that School.

The purpose of a Parent Council is to:
■ Work in partnership with the school to create a welcoming school which is inclusive for all Parents.
■ Identify and represent the views of the parents on the education provided by the school and other matters affecting the education and welfare of the pupils.
■ Promote partnership between the school and the community. To help raise the profile and

reputation of the school in the community.

Parent Councils operate in accordance with a local constitution. Parents can put themselves forward to be members of the Parent Council in accordance with that constitution. Our Parent Council meets regularly online, dates and times are emailed to parents.

Further information can be found on the Scottish Parent Teacher Council website, see link below;
http://www.sptc.info

Section 4 – Curriculum

4.1 General

Every child and young person in Scotland is entitled to experience a broad general education, as described by the Scottish Government's Curriculum for Excellence.

The curriculum is organised into eight broad categories.

Expressive Arts
Includes art and design, dance, drama and music. Your child will get the chance to find out about and express their feelings and emotions and those of others.

Health and Wellbeing
Mental, emotional, social and physical wellbeing, planning for choices and changes, PE, activity and sport, food and health, substance misuse and RSHP. Currently all PE activities will take place outdoors.

Languages
Includes learning about English as well as learning an additional language. We are encouraging our children from Primary 1 through to Primary 7 to speak French, Primary 5 to Primary 7 to also speak Spanish and this is incorporated into their daily routines.

Mathematics
Includes using real life experiences to make predictions, connect to other things, provide skills to understand and examine information, simplify and solve problems, assess risk and make informed decisions.

Religious and Moral Education
Includes exploring the world's major religions as well as views that are non-religious. Your child will think about their own beliefs and values.

Children learn about Christian practice in worship and the place of Christian action in the community. Children will also study other world religions in line with national guidelines.
This part of the curriculum operates through class teaching, assemblies, outside visits and visitors to school. We work closely with St Andrew's Parish Church, Deans and have whole school visits to the church at Christmas and Easter.

Any parent who wishes to exercise their right to withdraw their child from Religious Observance should inform the Head Teacher.

Sciences
Includes learning about the natural world and living things, forces, chemical changes and our senses.

Social Studies
Includes developing understanding of the world by learning about other people and their values, in different times, places and circumstances.

Technologies
Includes business, computing science, food, textiles, craft, engineering, graphics and applied technologies.

More information about Curriculum for Excellence is available on the Education Scotland website http://www.educationscotland.gov.uk/learningandteaching/thecurriculum

Parental Engagement
We hold two formal parent consultations in October and March. We have a 'Meet the Teacher' sessions in the Autumn where parents will be informed about aspects of their child's learning for that particular school year. Additionally, we hold other curricular events throughout the year for parents to gain further information about their child's learning.

4.2 Instrumental Tuition
West Lothian Council's Instrumental Music Service provides free instrumental music lessons to primary and secondary school pupils. The Service is delivered in schools by professional instrumental music instructors who provide a structured and progressive music curriculum. Instrumental instructors provide instruction in a range of brass and woodwind instruments at Meldrum Primary School.

4.3 Use of the Internet
Children access information and resources on local and worldwide networks as part of their studies. We teach children about internet safety and how to report any items that make them feel uncomfortable.

We ask parents to promote the responsible and safe use of the internet at home, including the use of social media if parents permit their children to access it. At the start of each school session, parents and pupils are asked to sign a Safe User Agreement.

Further information on safe use of the Internet is available at: http://www.thinkuknow.co.uk/

4.4 Assessment and Reporting
Assessment is an integral part of the teaching process and your child will be continually assessed during their school career. This assessment can be both formal and informal and takes many forms; observation, tests, pupil/teacher dialogue, written or spoken tasks and teacher judgement. The result of the assessment process allows teachers to form next steps in your child's learning.

It is the authority's policy to also carry out Scottish National Standardised Assessments in Literacy and Numeracy at P1/P4/P7. These results form part of the overall assessment information about your child.

Information about your child's progress will be shared between home and school throughout the session. This will include parents' nights and an annual report. The aim of the annual report is to provide details of your child's strengths, development needs and attainment within Curriculum for Excellence. Parents and children are welcome to comment on the annual report.

Parents are welcome to contact their child's school at any time if they have any questions or concerns regarding their child's progress.

4.5 Support for Learning

Class teachers are continuously assessing the needs of pupils in their class. The authority provides access to Support for Learning staff and resources for pupils requiring additional support. Each school follows the principles of the Scottish Government's policy of "Getting it Right for Every Child", for more information see the Scottish Government website. We consult with parents and carers to ensure the needs of children are met.

Should your child require additional support in a particular area you are invited to discuss this with the class teacher.

This authority has a policy of inclusion. This promotes the placement into primary and secondary schools of pupils with significant needs.

Section 5 - Admission procedures

5.1 Admission Procedures

West Lothian is divided into catchment areas for primary and secondary schools. The catchment areas for all West Lothian Council schools are available online at www.westlothian.gov.uk

Each school is either denominational (linked to a particular religion) or non-denominational (not linked to any particular religion). All the denominational schools in West Lothian are Roman Catholic. Each home address has a catchment denominational school and a catchment non-denominational school, for both primary and secondary education.

The Pupil Placement section deals with all applications for pre-school and deals with applications for the August primary one (P1) and secondary one (S1) intake. Schools deal with applications for other stages and for P1 and S1 from September each year. To apply for a school or pre-school place you must fill in an application form. Application forms are online and can be access at: https://www.westlothian.gov.uk/apply-for-pre-school-and-school-places

To contact the Pupil Placement Section e-mail: pupilplacement@westlothian.gov.uk or phone 01506 280000. Information is also available on the Council website www.westlothian.gov.uk

5.2 New Entrants to P1

You can apply for a P1 place from the November of the year before your child is due to start school, and the places are allocated in March of the same year that your child is due to start school.
We work closely with schools within our area ensuring a smooth transition from Nursery to Primary 1. During the summer term, parents are invited to attend an information meeting where they will receive an information pack.

5.3 Transfer from P7 to Secondary School

You can apply for an S1 place from the November of the year before your child is due to start secondary school. For more information on admission arrangements please see our website www.westlothian.gov.uk or contact the Pupil Placement Section: pupilplacement@westlothian.gov.uk or phone 01506 280000.

Deans Community High School work very closely with all schools in the cluster and have a comprehensive transition programme in place, starting in P6 for our pupils.
http://www.deanscommunityhighschool.com/

5.4 Extra Curricular Activities

We have a breakfast club provision available to all our pupils. Doors open at 8.15 am and children can come in and meet their friends, play games – indoors and outdoors. Pupils who attend the breakfast club will join their relevant class lines prior to the school bell.

Section 6 - Health & Safety and Pupil Welfare

6.1 Medication in Schools

Most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short-term; perhaps finishing prescribed medication even though the child's doctor regards the child as fit to attend school. Others have medical conditions which, without help, could limit their access to education.

Parents have prime responsibility for their child's health and should provide schools with information about their child's medical condition.

Please tell the school if your child needs medication administered during the school day. Children are not permitted to self-administer and staff cannot give medication to children without the medical forms being completed by a parent at the school office. All medication must be handed into and collected from the school office by an adult. Forms for any child requiring medicine to be taken during school time are available from the school office.

6.2 Emergency Contacts and Arrangements

It is essential that the school has the name, address and telephone number of an adult to be contacted in case of an accident or your child feeling ill. Please ensure records are kept up to date by notifying the school of any change of address and telephone number of your child's emergency contact. Children will only be sent home early in special circumstances. The school will make every effort to contact you in such situations. Where there is no adult to receive the child, they will be supervised in school until such time as suitable arrangements are made. In the event of extreme weather conditions you may check the council website for information on any school closures.

All schools have a means of contacting parents and carers via text message.

6.3 Meals and Milk

Children whose parents are in receipt of qualifying benefits may also receive milk free of charge. Milk is available to primary pupils at a reduced cost. Parents are notified of current rates on a termly basis. The school dining area is organised as a self-service cafeteria. This area is supervised by members of staff. Children have a choice of a hot school meal (red or blue tray) or packed lunch (green tray) Monday to Thursday. Only the packed lunch option is available to children on a Friday. There is a vegetarian option available Monday to Friday. The menu is available on the Council website. https://www.westlothian.gov.uk/school-meals-menu If your child has special dietary requirements, please let the school know.

All P1-P5 children, and P6-P7 children whose parents are in receipt of qualifying benefits, are entitled to free school meals. You can check if you qualify on the Council website; https://www.westlothian.gov.uk/helpwithcosts All other children can order a school lunch which parents must pay online using iPayimpact.

Payment for school lunches and school milk are to be paid online using iPayimpact. https://www.westlothian.gov.uk/online-school-payments

Parents will receive a letter explaining how to use iPayimpact once their child is enrolled in school. All school lunches must be paid either in advance or on the day.

Some parents prefer their children bring their own packed lunch, facilities are provided in the school for the eating of packed lunches.

Further information and application forms for free school meals and milk can be obtained from the school or from the Council's website www.westlothian.gov.uk

6.4 Security

All visitors should report to the school office via the front entrance of the school, sign in and collect a visitor's badge. The school welcomes parents and carers but asks them to help to ensure the security of the school by reporting to the school office.

6.5 Photography

West Lothian schools have a photography policy which is in accordance with data protection and human rights legislation. Photographs taken for curricular, assessment, security, registration, training and development or travel reasons will not be used for any other purpose. All parents are asked to sign a consent form before any photographs are taken. If you have any concerns about photography, please tell the school.

6.6 Child Protection Guidelines

The safety of your child at school is a priority for the authority. All West Lothian schools follow the Lothian Child Protection guidelines. A copy can be found on www.westlothian.gov.uk

6.7 Playground Supervision

Supervision is provided in the school grounds 20 minutes prior to the school opening, during morning break and lunch break. If children have an accident or any other problem in the playground they report initially to the supervisor who will take the necessary action. When pupils are at school, the responsibility for their safety rests with the Local Authority. The Head Teacher and staff undertake this responsibility on behalf of the Local Authority.

6.8 Transport

West Lothian Council will provide transport assistance for all primary pupils living more than 2 miles from their designated school. The provision of transport for pupils attending special schools and classes is not subject to these limitations, but is based on individual pupil need. Further information can be obtained from School Transport (telephone 01506 775291) or from the School Transport policy on www.westlothian.gov.uk

Parents who choose to send their children to a school out-with their catchment area, will be responsible for any extra travelling expenses incurred.

6.9 Car Park

To ensure the highest level of safety for our children, it is strictly forbidden to drop children off or collect from within the school car park.

6.10 Requested Early Release of Pupil

There are occasions when parents/carers wish their children to be released from school at other than normal closing times, to enable them to keep a dental or medical appointment outside school, or for other reasons. In all cases, a written request must be made for early release. Parents/carers must collect their child from the school office. On no account will a child be permitted to leave school premises early on their own.

6.11 Data Sharing

On occasion, schools will make data available to partners and also academic institutions to carry out research and statistical analysis. In addition, schools will provide our partners with information they need in order to fulfil their official responsibilities.

The collection, transfer, processing and sharing of data is done in accordance with the General Data Protection Regulation (GDPR) 2018.

Section 7 - Feedback, concerns, complaints and comments

If you have feedback, concerns or complaints regarding the service you are receiving, these can be addressed by contacting the Head Teacher in the first instance.

If you are dissatisfied with that response you should contact:
Education Services West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. Tel: 01506 281254
The Complaints Policy and Procedures for Education & Cultural Services is available in booklet form on request or can be downloaded from the web at www.westlothian.gov.uk