



# Handbook 2024/2025



## Alphabetical Index

Index	Page
Additional Support for Learning	8 and 9
Assemblies	9
Assessment	9
Attendance and Absence	9
Buses	16
Child Protection	9 and 26
Classes	10
Communication	10
Concerns and Complaints	10
Curriculum	7 and 8
Data Policy and Data Protection	10 and 24-25
Educational Psychology Service	11
Educational Visits	10
Emergency Closures	11
Enrolment	11
Extreme Weather	11
Health	12 and 18-20
Homework	12
Holidays	12 and 23
Hours	4
GIRFEC	12
Illness	12 and 21-22
Learning Community	13
Lunches/Meals	15
Medical Care	13
Meeting Pupil's Needs	13
Nursery	13
Parking	14
Parent Consultation	6
Parent Council	5 and 6
Parent Helpers	6
Partner Schools	14
Personal Learning Plans	13
Playground Supervision	14
Positive Behaviour	14
Pupil Involvement	14
Pupil Reports	6
School Improvement Plan	14 and 15
Safe Routes to School	14
Security	15
Sign Language Plan	17
Staff	5
Term Dates	23
Transitions	16
Transport	16
Uniform	16
Vision and Values	5
Website	4
Young Carers	17



**Dear Parents/Carers**

**Welcome to Sprouston Primary School**

The purpose of this handbook is to give you information about our school. The handbook is not intended to take the place of direct communication with you, which we welcome and strongly encourage.

We are committed to working in partnership for your child's care and learning and we look forward to developing a positive and helpful relationship with you and your family.

Sprouston is a small, rural school. Children and staff get to know each other well and work together in an environment of encouragement and support. Pupils are included and challenged as individuals and as part of the school team. Friendships develop within and across age ranges and children learn to be respectful and respected in a safe and caring place.

We plan for children to be motivated in their learning and they are supported to achieve their best. Individual targets are set and worked towards with input from pupils and parents. The make-up of our class allows children to work at their own level regardless of age and stage. We follow Curriculum for Excellence which gives all children a broad, general education from age 3 – 18.

Sprouston is a partner school with Ednam Primary and is part of the Cheviot Learning Community; this ensures close working with other local primaries and Kelso High School.

Please do not hesitate to get in touch with myself or a member of staff at any time.

Yours sincerely

*Catriona Finn*

Head Teacher

## About our School

Our school serves the village of Sprouston and surrounding rural areas. The school was built in 1966 and has 1 main open plan classroom with adjoining work spaces and activity areas, a second classroom which is used for music lessons and other group activities and a hall. There is an extensive outdoor area for play, P.E and gardening. The outdoor area has been developed and the children really benefit from outdoor explorative learning and exploring.

As of August 2024 the school roll is 13 pupils in one P1-7 class.



## The School Day

In keeping with all Scottish Borders schools we work within an asymmetric week at Sprouston with four longer days on Monday – Thursday and one shorter day on Friday.

The times are:

Monday - Thursday	8.40 – 10.10 (break 10.10 – 10.30)	10.30 – 12.15 (lunch 12.15 – 1.00)	1.00 – 3.15
Friday	8.40 – 10.10 (break 10.10 – 10.30)	10.30 – 11.50 (brunch/break 11.50 – 12.20)	12.20 – 12.30

## School Information

Address	Sprouston Primary School, Sprouston, Kelso. TD5 8HP
Telephone	01573 224873
E mail	<a href="mailto:sproustonps@scotborders.gov.uk">sproustonps@scotborders.gov.uk</a> (office)
SBC	<a href="http://www.scotborders.gov.uk">www.scotborders.gov.uk</a>

**Website:** <http://sproustonps.schoolwebsite.scot/>

**Facebook:** [@sproustonprimaryandearlylearning](https://www.facebook.com/sproustonprimaryandearlylearning)

## Vision and Values at Sprouston Primary School

We work towards the aspirations of Curriculum for Excellence and within SBC's Respectful Relationships policy, which states that all children will be successful learners, confident individuals, responsible citizens and effective contributors.

The Scottish Government's 'Getting it Right for Every Child' (GIRFEC) approach is about how practitioners across all services for children and adults meet the needs of children and young people, working together where necessary to ensure they reach their full potential.

During the session we have been working with pupils, staff and parents to develop our key values in school. We have highlighted the following values and are talking about them and taking them forward in school life.

**happiness**  
**responsibility**

**confidence**  
**honesty**

**respect**  
**aiming high**

## Staff Information

Staffing at August 2024

Headteacher

Teacher of P1-7

Principal Teacher

Playground Supervisor

Classroom/Additional Needs Assistant

Support for Learning Teacher

Teacher of P.E

Teacher of Music

School Administrator

Cook

Caretaker

Janitor

Mrs Catriona Finn

Mrs Angela Georgeson

Mrs Barbara Shiel (based at Ednam)

Mrs Tamsin Ashby and Mrs Heather Waddell

Mrs Heather Waddell

Mrs Isla Burgher

Miss Denise Fairbairn

Ms Michelle Gillies

Mrs Tamsin Ashby

Miss Katharine Kokot

Mr Dave Herriott

Mr Alan Currie

## Partnership with Parents

### Parent Council

All parents are invited to attend the Parent Council meetings and to put items on the agenda. Being an active member allows parents to be involved in their child's education and in the community of the school. The Parent Council's roles are:

- Fundraising
- Promoting the school.
- Improving parental communication with the school
- Consulting on all aspects of the school

The chairperson of the Parent Council for 2024/25 is Ellie Brewis. Please ask for her contact details.



## *A Message from the Sprouston Parent Council*

*We are an active group of parents who regularly get together for meetings to discuss what is happening at the school and ways to raise money, we are very proud of our school. We do a lot of fundraising, however due to covid we have not been able to do as much as we would like recently.*

*This past year funds previously raised have gone towards paying for our school website and a pantomime trip at Christmas, including tickets and bus travel.*

*We always welcome new parents to join us and make our school the best that it can be.*

*Ellie Brewis– Chair, Sprouston Parent Council 2024-25*

### **Parental involvement and Consultation Meetings**

Opportunities are provided for all parents to meet and consult with their class teacher. Formal consultations are arranged twice throughout the year. There are informal opportunities to meet including assemblies, performances and open sessions. Parents are welcome to make an appointment to speak to their child's teacher at any time throughout the school session. Parents will receive termly curricular overviews so they know what their child will be learning each term. Parents have access to Showbie where they can see examples of the work their child has been doing and we encourage parents to look at this and discuss this with their child regularly.

Reports are issued annually at the end of May.

### **Parent Helpers**

We encourage parents to be involved in the life of the school through being helpers in the class or for special activities and trips etc. Those who help on a regular basis are required to have a Disclosure Check (PVG).

# Curriculum

Curriculum for Excellence (2010) encompasses the following elements:

## **The ethos and life of the school as a community**

- a positive climate of respect and trust is established within the school based on shared values
- children are encouraged to contribute to the life of the school and to take on responsibilities

## **Experiences and outcomes**

These set out learning outcomes under the three core areas of the curriculum, Language, Mathematics, Health and Wellbeing and the other areas Expressive Arts, Religious and Moral Education, Sciences, Social Studies and Technologies.

## **Interdisciplinary Learning**

Children may learn through courses of study which link experiences and outcomes from more than one curriculum area in order to contextualise and deepen learning.

## **Personal Achievement**

Children have opportunities to achieve within and outwith the classroom.

## **Principles and Entitlements**

The curriculum is designed on the basis of the following principles: challenge and enjoyment, breadth, progression, depth, personalisation and choice, coherence and relevance.

## **Areas of the Curriculum**

**Mathematics and Numeracy** – this covers information handling, number, money, measurement and shape, position and movement

**Literacy and Languages** – within the contexts of Literacy, English and Modern Languages we cover Listening and Talking, Reading and Writing. Pupils in Primaries 1-7 learn French. German was introduced in August 2019 to P5-7 pupils.

**Health and Wellbeing** – covers mental, emotional, social and physical wellbeing, P.E, physical activity and sport, planning for choices and changes, food and health, substance misuse and relationships, sexual health and parenthood.

**Social Studies** – covers people - past events and society, People - place and environment and People in society, economy and business.

**Sciences** – Planet Earth, biological systems, forces, electricity, waves and materials.

**Expressive Arts** – Art and Design, Drama, Music and Dance.

**Religious and Moral Education** – exploration of meaning, value and purpose in life and the study of how such beliefs and values are expressed including through Christianity and World Religions.

**Technologies** –developments in society and ICT to enhance learning. Includes business, computing science, food & textiles and craft, design, engineering and graphics.

**Global Citizenship** – Within the curriculum and through our regular assemblies the children explore global issues and events. They learn about the UNCRC and how important that all their rights are recognised.

### **Curriculum for Excellence Levels**

Most children will learn through the levels as listed below but this is dependent on individual needs and aptitudes.

Early – the pre-school years and P1 or later.

First – to the end of P4, but earlier or later for some

Second – to the end of P7, but earlier or later for some.

### **Other Activities in and out of School**

Additional activities are offered to children in different age groups during and out with the school day.

Each year we have at least one 6 week block of swimming lessons for all pupils, which are held at the Kelso swimming pool.

Our Sports Development Officer, Chris Fraser, is very active and supportive in organising additional sporting activities as are a number of coaches and volunteers.

Examples of activities are tennis, badminton, cricket, dance, golf and rugby.

We have regular lunchtime and after school sports clubs.

A number of holiday activities are also offered in Kelso.

## **Sprouston Primary School – an A –Z**

### **Additional Support for Learning**

At any point children may require additional support or challenge in their learning and this will usually be provided by the class teacher. Your child may also be supported by an Additional Needs Assistant (ANA), Classroom Assistant or Support for Learning Teacher. Our approaches to teaching and assessment mean that the needs of pupils are recognised and appropriate support is given.

If you have any concerns about your child's progress then speak in the first instance to the class teacher. Parents and carers are involved in making decisions about their child's education and we will always speak to you and ask for permission before any specific referrals are made.

If appropriate we may contact the Senior Lead Office for Additional Needs and Inclusion at Council Head Quarters. We may also make referrals to the Educational Psychologist, Speech and Language and Occupational Therapy.

The statutory framework for Additional Support for Learning is the Education (Additional Support for Learning) (Scotland) Acts 2004 and 200. A useful service to find additional information is Enquire. This organisation has a wealth of information including practical guides and factsheets.

[www.enquire.org.uk](http://www.enquire.org.uk) 0845 123 2303

Other websites

The Additional Support Needs Tribunals – Helpline 0845 120 2906 [www.asntscotland.gov.uk](http://www.asntscotland.gov.uk)

Scottish Independent Advocacy Alliance – 0131 260 5380 [www.siaa.org.uk/](http://www.siaa.org.uk/)

Scottish Child Law Centre – 0131 667 6333 [www.sclc.org.uk/](http://www.sclc.org.uk/)



## **Assemblies**

These take place weekly and are regularly attended by our local chaplain, currently Anna Rodwell. Class assemblies are held throughout the year and you will be invited to attend these. Assemblies give a balance of opportunities to celebrate children's achievements, to support positive behaviour and moral development and to take part in religious observance.

## **Assessment**

Assessment of children's progress and planning for next steps is on-going as part of the curriculum. Class teachers monitor this and record appropriately. There is also a programme of more formal screening and assessment at certain points in the school year.

## **Attendance and Absence**

If your child is going to be absent from school please let us know as soon as possible by telephone, 01573 224873. Please tell the member of staff the reason for absence and likely return date. If your child does not come in to school or nursery and we have not heard from you we will contact you as soon as possible.

Please keep the school updated with contact details. Addresses, emergency contacts and telephone numbers must be correct at all times.

We encourage children to arrive in time for school starting. If late, children are required to enter through the main school door and report at the office. Lateness is recorded in the school register.

We will contact you if your child's attendance drops below 90% or if your child has more than 10 lates in the year.

## **Child Protection**

All staff in SBC schools follows the Scottish Borders Child Protection Committee's Inter-agency guidelines and procedures. The Child Protection Guidelines are available online [www.scotborders.gov.uk/childprotection](http://www.scotborders.gov.uk/childprotection)

If a member of staff is made aware of a concern or issue that could have child protection implications, usually through a statement made by a child, the member of staff has no option but to refer the matter to the Child Protection Unit (01896 662762). The Children (Scotland) Act 1995 states that the welfare of the child is paramount and this must always be the sole consideration for the school.

In making a referral staff members are not making judgements on the strength or truth of the child's statement but must follow procedures to support pupils and staff. An extensive training programme is in place to ensure that all staff are aware of their responsibilities and follow procedures correctly. The child's parents/carers will always be informed as soon as possible about such disclosures and any resulting actions. Other agencies may be involved in this such as social work staff or police. The school's Child Protection Co-ordinator is the head teacher.

There is more about Child Protection at the end of this Handbook.

## **Classes – Composite Classes**

There are composite classes at Sprouston Primary made up of a number of age groups of children. There is currently a P1-7 class comprising of primaries 1,2,3,4,5, and 7 taught by Mrs Georgeson. The class sizes are relatively small and pupils are treated as individuals as well as being encouraged to work co-operatively. All pupils follow programmes of work suitable to their stage and needs.

A copy of the SBC Composite Class Policy is available from [www.scotborders.gov.uk](http://www.scotborders.gov.uk)

## **Communication**

We are very aware of the benefits of strong communication and we try hard to ensure there are appropriate methods for sharing information. Newsletters are sent home at the beginning of each month and we make contact via Groupcall Xpressions for certain matters such as emergency closures and reminders about deadlines etc. Groupcall is used to send text messages to parents' phones.

The school also has its own website and facebook page which we use to share information and news about the school, these are updated regularly.

Letters are issued for specific purposes to particular classes or pupils. At times you will be asked for permission for your child to take part in an activity such as trips out of school. Please check your child's bag regularly for letters and communications.

Please let us know of any significant information that may affect your child in school.

## **Concerns and Complaints**

We want the school to be as good as it can be for you and your children. It is important that you tell us right away if you are not happy about something or want to know more. Please mention any matters to your child's teacher, either by speaking to her or sending in a short note. Alternatively you may arrange to contact or meet the head teacher and this may be able to happen immediately or by appointment. We will always listen to you, record and investigate any issues and get back in touch. We will try to resolve issues at school level but if you wish to talk to someone at Scottish Borders Council please contact one of SBC's Quality Improvement Officers, Council HQ on 01896 824000.

## **Data Policy and Data Protection Rights**

The ScotXed programme supports schools and local authorities by facilitating the collection, processing and dissemination of statistical information required for planning, management and monitoring of Scottish education services. Scottish Government will not publish or make publicly available any information that allows individual pupils to be identified, nor will data be used to take any actions in respect of individuals. The information collected is used for statistical and research purposes only. For further information visit the ScotXed website [www.scotxed.net](http://www.scotxed.net)

There is more on Data Protection at the end of the Booklet.

## **Educational Visits**

Field trips, activities and visits are arranged for classes to support and enhance learning and complement the curriculum. Pupils will make visits within the local area and further afield, including a residential trip for older pupils. We value outdoor learning and the benefits that educational visits can give. You will be asked to complete a permission slip for children to take part in outings.

## **Educational Psychology Service**

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

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

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

If you have any worries about your child, please contact school, in the first instance, to arrange a meeting to discuss your concerns. All schools have access to a range of support Services and your child's Head Teacher will be able to advise you about when the EPS may be able to help.

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

Please see [www.scotborders.gov.uk/EPS](http://www.scotborders.gov.uk/EPS)

## **Emergency Closures**

In the event of an emergency closure for example in severe weather, Radio Borders will broadcast information and the Groupcall text system to parents will be used. It is possible that pupils not entitled to transport will remain in school until the end of the day and that the children who travel by bus will be collected and taken home. It is important that school and pupils know where they are to go in such circumstances.

See also Extreme Weather.

## **Enrolment Arrangements**

Enrolment for P1 usually takes place in January for the following session in August (or a date after a child's third birthday for nursery children). As a general rule pupils accepted for enrolment for school should have reached the age of five by 28<sup>th</sup> February of the following year.

Nursery enrolments take place in November.

Pupils who live out with our catchment area can apply for a placing request online to SBC. This request would then be considered in line with staffing levels and a decision made. If a placing request is accepted then parents must arrange their own transport to and from school.

## **Extreme Weather**

In the event of extreme weather decisions will be made locally about whether a school is able to open or not. In the event of the school remaining open it is the parents decision as to whether it is safe for your child to travel to school. This absence would be recorded as authorised under extreme weather. It is possible that the school would remain open with fewer staff members if weather prevents some staff travelling to work. We will keep you up to date with any closures through groupcall and also through radio borders and the SBC website.

## **Getting it Right For Every Child (GIRFEC)**

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

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

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

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

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

GIRFEC is part of the Children and Young People (Scotland) Act 2014 and the GIRFEC provisions are planned to be fully implemented by August 2017. If you would like any further information please ask your child's Headteacher.

## **Homework**

Homework gives opportunities for practice and consolidation of learning as well as for opportunities to find out information and carry out small projects. Homework also offers parents a way to be involved with their children's learning and is a positive contact between home and school.

Each pupil has a homework notebook and further information will be given by the class teacher.

## **Holidays During Term Time – statement from Scottish Borders Council**

Taking family holidays during the school term is disruptive to your child's education as well as having an impact on the other pupils in the class and the teachers. Parents should do everything possible to take their holidays during the designated school holiday dates and only in very exceptional circumstances consider taking holidays during term time. Parents are asked to accommodate this request in the interest of their own children and the smooth running of the school.

Time off school for family holidays is recorded as 'unauthorised'.

## **Learning Community**

Sprouston is part of the Cheviot Learning Community and has links and works closely with schools and services in the Kelso and Jedburgh areas.

Our pupils have opportunities to meet with those from Ednam, Broomlands, Edenside, Morebattle and Yetholm at certain times throughout the year at sporting events and other activities. Transition activities are organised for our P7 pupils with their peers from other schools.

## **Medical Care and School Health Service**

Minor issues such as bruises or abrasions are treated in school by staff, usually a first aider. When professional medical treatment is considered necessary or when a child is thought to be unfit to complete the school day, parents will be contacted and asked to collect the child from school. It is important that we have a current emergency contact telephone number. If the contact cannot be reached a member of staff will ensure that the child is taken for medical help or cared for in school.

If it is necessary for medication to be administered through the school day a consent form, available from the school office, must be completed by a parent in advance. Please note that only prescribed medicines may be administered. It is parents' responsibility to inform the school of any special medical condition or requirement relating to their child. Because of allergies we ask that children do not bring foods containing **nuts** into school.

Parents will be told of visits to school by health professionals, for example for flu immunisation. All pupils will be seen at times for screening purposes – eyes, ears and teeth and if there are any concerns parents are informed immediately. The School Nurse Mrs Megan Armstrong visits regularly. Referrals can be made to Occupational Therapy, Speech and Language Therapy, Physiotherapy and other services. All pupils brush their teeth after lunch. The toothbrushes and toothpaste are provided by the dental service and the programme is monitored by them.

## **Meeting Pupils' Needs**

All children are appropriately supported in their learning. Consultation takes place between staff who work with children and input and support is planned as necessary. A Support for Learning Teacher is in school for a morning each week and she works directly with pupils who, for whatever reason, need additional support for learning. This teacher also acts as a consultant to the class teacher and Additional Needs Assistants (ANAs). Pupils may be withdrawn from class to have the help of a specialist or they may be given support in a class situation, whichever is deemed to benefit the child. Parents are invited to discuss the support children receive in school.

We regularly work with other professionals who support staff and pupils, including the Educational Psychologist, Behaviour Support, Home School Link Worker, Speech and Language Therapist, School Nurse, Dental Health and others.

## **Nursery – Early Learning and Childcare (ELCC)**

We are not currently running a Nursery, however, if we were to receive enough applications for enrolment, we would be able to consider reopening it for the next session.

Our nursery class provides a nurturing and stimulating environment for the introduction and developments of learning and socialisation for children from the age of three. The pre-school class is now referred to as ELCC4 and ante-pre ELCC3.

## **Parking and Safe Routes to School**

There is no parking for parents in the school grounds. You are advised to park along Dean Road and cross the Green to school. Transported children are dropped off at the school gate.

Children regularly walk along the path to the village hall when high viz vests will be worn; great care is taken as part of the route is alongside the main road.

## **Partner School**

Sprouston Primary School is a partner school with Ednam Primary. This means that there is one Headteacher and one Principal Teacher for both schools. Mrs Finn, the Headteacher divides her time between the schools and can be contacted at either school. There are many opportunities for pupils to come together, for example for the P6-7 residential excursion, sporting events and transition activities.

## **Playground Supervision**

Playground supervision is in place from 8.25 and at all break times. Pupils are expected to be respectful towards the adults and to follow instructions given.

## **Positive Behaviour**

We aim to provide a positive learning environment and to have fair and consistent approaches in school. We promote positive recognition and encourage care and respect for each other.

The school rules were created by the children and will be reviewed during the session.

1. Listen to and follow instructions
2. Keep feet, hands and objects to yourself
3. Look after all equipment in class and school
4. Be kind to others
5. Never leave the class or playground without permission

## **Pupil Involvement**

We involve pupils as much as possible in planning for and reviewing their own learning and in the wider work of the school. There is great value in providing leadership roles for the children. We plan to consult with pupils on their thoughts and wishes for the school.

All pupils are allocated to one of the houses, Hawthorn, Rowan or Willow and house captains are appointed. Friendly competition is encouraged between houses within classroom and sports activities.

Two pupils are appointed as Junior Road Safety Officers and they have roles in promoting these areas mainly through assembly presentations and competitions.

## **School Improvement Plan and School Improvement Report**

The school produces an annual Improvement Plan where the priorities and developments for the session ahead are set out. A School Improvement Report is also produced annually with a summary issued to parents through the parent council.

### Our strengths from last year

- Digital technologies are being used to add value to learning experiences
- Staff have a good understanding of the nurture principles and use this to support children well
- A continued focus on writing has allowed us to create more opportunities for writing across the curriculum and for celebrating children's success in writing with our weekly writer of the week award.
- Staff use professional reading and current local and national guidance to inform their practice and make changes to school policy including the spelling and the respectful relationships policies

### Priorities for this year

- Develop a more parent friendly way of sharing learning on Showbie

- Support spelling and handwriting by introducing the Kaligo app to enhance strategies already used in school
- Familiarise all staff with the materials and pedagogy within the #SBCWAY breakthrough curriculum
- Work with partners to develop our outdoor spaces and allow children to experience more of their learning outdoors
- Begin to use the materials in the Oracy section of the #SBCWAY breakthrough curriculum and carry out audits to consider the steps needs to align our current curriculum with the Literacy and Numeracy curriculum ready for implementation next year
- To share information with families about children's rights and related school development
- To begin to introduce children's rights into our curriculum and policy
- To embed children's rights into the practice of all staff

## **School Meals**

School meals are available at a cost of £2.64 for a two course meal with the choice of two traditional dishes or a soup and sandwich option plus a drink of milk or water. The meals are cooked daily in our kitchen. Provision is also made for children to eat packed lunches. No glass bottles, fizzy drinks or sweets should be brought to school. Lunches are ordered using the online Parent Pay platform. You will be sent a username and password to allow you to register for this. All P1-5 pupils receive a free school lunch.

Free meals are available for eligible P6-7 pupils and application should be made to Scottish Borders Council (SBC) and permission granted. Application forms may be obtained from the SBC website or the school office.

## **Security**

Children enter school through classroom doors when the bell rings or through the main door at other times. If they arrive late in the morning pupils must report to the school office. Parents and visitors must enter via the main door where a security system is in place. Visitors and parent helpers should sign in at the office.

## **Transitions**

Transition arrangements from Nursery – Primary 1 include staff meetings, sharing of information and parent and pupil visits to P1. A parents' information meeting is held in June and children and parents are invited to sample a school meal in the summer term. If children attend a pre-school setting, other than Sprouston Nursery, staff will make a visit to meet the child in the familiar setting and to speak to staff.

As children move between classes transition arrangements are in place to ensure their learning experiences continue progressively and that learning needs are understood.

Pupils normally transfer to Kelso High School (KHS) at the end of P7. Throughout the P7 year there are a number of transition activities, including visits to the high school and visits to Sprouston by KHS staff. You will be invited to a meeting prior to transfer.

## **Transport and School Buses**

Transport to and from school is organised by Scottish Borders Council for pupils who live more than 2 miles from school. Pupils travelling on school transport are issued with a permit. Only pupils with permits may travel on school transport. Times and venues for pick up and drop off are sent to parents with the permit. Any issues with times or permits should be referred to Scottish Borders Council Passenger Transport Department.

There are separate arrangements for children travelling from Northumberland, please ask at the school office for information.

Parents are asked for confirmation of travel arrangements at the beginning of the year and are then asked to inform the school in the morning about any short-term changes in the normal transport arrangements for their children's return home at the end of the day. For the children's safety it is important that the school is informed if a pupil is to be collected by a person other than the parent.

## **Uniform and Clothing**

We actively encourage the wearing of school uniform at Sprouston Primary. Apart from being practical and comfortable it gives a sense of pride and community within the school and when out and about on trips etc. The school uniform is a navy blue sweatshirt or cardigan with the school logo. Pupils are asked to wear a white polo shirt and grey, black or navy trousers/shorts or skirts.

In the summer months girls may choose to wear a blue and white gingham dress.

Sweatshirts, cardigans, jackets, fleeces and polo shirts may be ordered throughout the year. Please order online at [www.border-embroideries.co.uk](http://www.border-embroideries.co.uk). Orders can be delivered to the school free of charge or to a home address for a fee.

All items of clothing and other belongings should have the child's name clearly marked. We discourage pupils from wearing certain items of fashion clothing, jeans, football shirts and unsuitable footwear. For safety reasons pupils should not wear high heels, bulky rings or bracelets or earrings other than studs. Jewellery should not be worn during P.E lessons.

Clothing and footwear grants are available through welfare benefits – see Scottish Borders Council website or ask at the school office for further information.

## **Young Carers**

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

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

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

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

<https://www2.gov.scot/Topics/Health/Support-Social-Care/Unpaid-Carers/Implementation/Carers-scotland-act-2016>



## **Council's implementation of British Sign Language Plan**

The Council's BSL Plan 2018-24 has seven holistic actions. These actions are consistent with the ten long term goals of the National BSL Plan in Scotland, which are, early years and education; training and work; health, mental health and wellbeing; transport; culture and the arts; justice and democracy.

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

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

Contact Scotland –BSL is an online British Sign Language interpreting service that allows deaf people across Scotland to access services free and available 24 hours a day throughout the year: <https://contactscotland-bsl.org/>

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

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

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

# Healthy Beginnings

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

## Top Tips

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

What?	Why?
	 Helps concentration  Healthy Teeth  Helps digestion  Helps body grow and develop  Healthy skin  Energy

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

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



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

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

**Contacts**

Joint Health Improvement Team: [health.improvement@borders.scot.nhs.uk](mailto:health.improvement@borders.scot.nhs.uk)

Food & Nutrition Coordinator: [Hazel.Scott@scotborders.gov.uk](mailto:Hazel.Scott@scotborders.gov.uk)

NHS Borders Oral Health Promotion: [Helen.brand@borders.scot.nhs.uk](mailto:Helen.brand@borders.scot.nhs.uk)



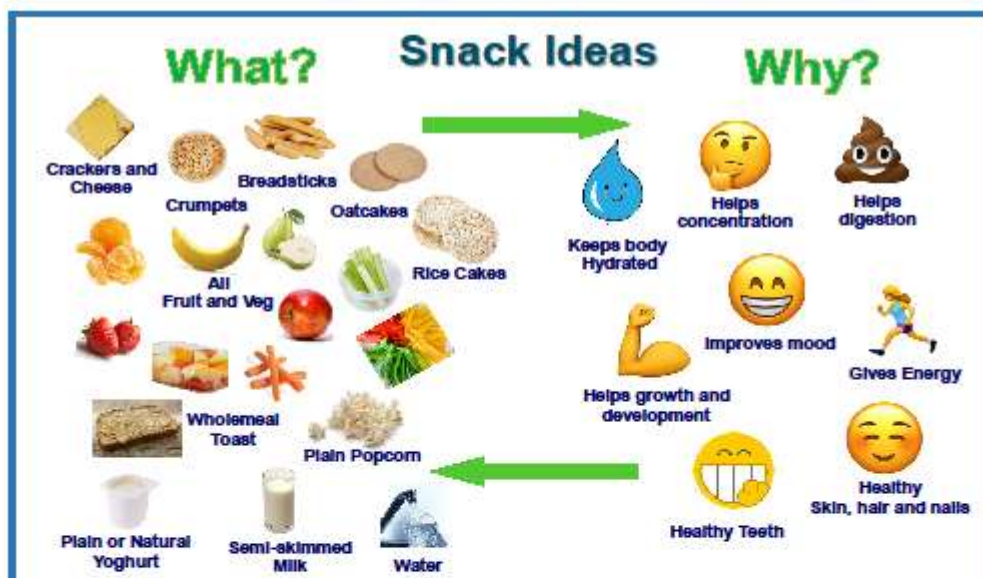
## Helping your Child to Grow, Learn and Play

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

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

### Top Tips for Eating Well, Feeling Good and Being Active

- Eating Breakfast gets the day off to a good start
- Enjoy a variety of foods and eat together when you can
- Eat plenty of fruit and vegetables
- Limit food and drinks high in sugar, fat and salt, especially at snack time
- Be mindful of portion size
- Eat 3 meals a day with healthy snacks in between
- Brush your teeth at least twice a day – "spit don't rinse"
- Register with a local dentist
- Ask your dentist about fluoride varnish
- Enjoy being active everyday
- Reduce time spent on phones, tablets, computers and watching T.V
- Think of the 4 B's - Bath, Brush, Book and Bed to encourage a good sleep routine



### Keep Hydrated - Hydration helps improve concentration, mood and digestion

- Offer 6-8 cups of fluid a day
- Water or semi skimmed milk are best and will not damage teeth
- Bottles used in class should be filled with plain water only



Scottish Borders



Fit4Fun Families



## Fit4Fun Families

Fit4Fun Families is a free family focused healthy lifestyle programme which offers practical tips to help support children, young people (0-18 years) and their families, eat well and be active

We can support you to make positive lifestyle changes and work with you to identify specific goals that you would like to achieve

### Service user feedback:

"We have really enjoyed the Fit4Fun Families programme. It was arranged at a time that was convenient so we could both participate. Sessions have been fun and informative and at a level that suits the age of any child"

"We have learned a lot over the past few weeks, which has been fun and helpful. We've been keeping up with the goals that we set. We would highly recommend this group to any parents looking to know about how to eat healthily with their kids"

If you would like some more information or would like to join the programme, please contact us on:

Tel: 01896 826447

Email:

[Child.HealthyWeightService@borders.scot.nhs.uk](mailto:Child.HealthyWeightService@borders.scot.nhs.uk)

You can self-refer into our service or if you prefer you can speak to your GP, Health Visitor, School Nurse or another health professional



Produced by  
Borders Child Healthy  
Weight Service:  
Fit4Fun Families  
October 2022



## Information for Parents – exclusion periods for common illnesses

<b>Virus/Infection</b>	<b>Impetigo</b>
How it is passed on	Direct or indirect contact with pus or blister
Incubation Period	1 to 3 days
Infectious Period	As long as pus is present
Exclusion	Until the sores have healed for 48 hours or antibiotics have been taken for 48 hours
	<b>Diarrhoea &amp; Vomiting</b>
How it is passed on	Through poor hygiene e.g. lack of hand washing or virally.
Incubation Period	Usually 3 – 5 days
Infectious Period	Throughout the course of infection, often several days into weeks.
Exclusion	May return after 48 hours from the last episode of vomiting or diarrhoea.
	<b>Influenza</b>
How it is passed on	Respiratory droplets & airborne spread.
Incubation Period	1 – 5 days
Infectious Period	3 to 5 days from the onset
Exclusion	Until clinically well
	<b>Conjunctivitis</b>
How it is passed on	Contact with discharges from infected persons, clothing or other articles
Incubation Period	24 – 72 hours
Infectious Period	During the course of active infection.
Exclusion	In the acute stage and after symptoms are resolving or as directed by your GP
	<b>Scarlet Fever (Scarletina)</b>
Description	Acute tonsillitis, fine reddish rash over most of the body, tongue resembling a strawberry
How passed on	Direct and indirect contact with cases or carriers.
Incubation Period	1 – 3 days
Infectious Period	While the organism is present in the throat or nose
Exclusion	48 hours after antibiotics are started.

	<b>Chicken Pox</b>
Description	Mild fever, rash like for a few hours, blisters for 3 to 4 days and leaves a scab when dry
How passed on	Person to person by direct contact is also airborne. The scabs are not infectious
Incubation Period.	From 2 – 3 weeks, commonly 15 – 18 days
Infectious Period	Can be 5 days, usually 1 - 2 days before the onset of the rash but not more than 5 days after its appearance
Exclusion	For 5 days from the onset of the rash or until vesicles become dry, whichever is longer
	<b>Tonsillitis</b>
	Pain in the throat and trouble swallowing, as this is a viral infection antibiotics are not required except in streptococcal infection where antibiotics are recommended. Symptoms get worse over 2 – 3 days then gradually go within 1 week.
How passed on	Airborne droplets, hand contact or kissing
Incubation Period	Depends on the cause
Infectious Period	Depends on the cause
Exclusion	None, but the child may be too unwell to attend.
	<b>Head Lice (Pediculosis)</b>
Description	Infestation of the head with lice, larvae, and nits (eggs) causing severe itching.
How passed on	Direct contact or indirect contact with shared clothing or combs and brushes
Incubation Period	Eggs hatch in 7 10 days and are sexually mature in 12 days.
Infectious Period	As long as the eggs or lice remain alive
Exclusion	None: treat with an appropriate preparation (chemical)
	<b>German Measles (Rubella)</b>
Description	Mild fever, pinpoint red spots, enlarged lymph nodes behind the ears.
How passed on	Direct person to person contact by respiratory droplets.
	Incubation Period
	Most commonly 16 – 18 days
	Infectious Period
	1 week before onset of rash and at least 4 days after rash appears
	Exclusion
	For 5 days after onset of rash.

## *School term dates for 2024-25*

### *Autumn term*

- Monday 12 and Tuesday 13 August 2024 - Staff resume, In service days
- Wednesday 14 August 2024 - Pupils resume

### *Mid-term holidays*

- Monday 14 October - Friday 18 October 2024
- Monday 21 October 2024 - In service day
- Tuesday 22 October 2024 - Pupils resume
- Monday 2 December 2024 - St Andrew's Day, schools closed
- Tuesday 3 December 2024 – Cheviot Holiday – school closed
- Wednesday 4 December 2024 - Pupils resume
- Friday 20 December 2024 - Last day of term

### *Christmas holidays*

- Monday 23 December 2024 - Friday 3 January 2025

### *Winter/Spring term*

- Monday 6 January 2025 - Term starts, all resume

### *Mid-term holiday*

- Friday 14 February 2025 - Last day of term for pupils
- Monday 17 to Friday 21 February 2025 - Mid term break
- Monday 24 February 2025 - In service day for all
- Tuesday 25 February 2025 - All resume
- Friday 4 April 2025 - Last day of term

### *Easter holidays*

- Monday 7 April to Friday 18 April 2025

### *Summer term*

- Monday 21 April 2025 - Term starts

### *Mid-term holidays*

- Monday 5 May 2025 - May Day holiday, schools closed
- Tuesday 6 May 2025 - Staff resume, In service day
- Wednesday 7 May 2025 - Pupils resume
- Wednesday 25 June 2025 - Last day of term

# DATA PROTECTION

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

## Why we need your information

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

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

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

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

## Who we will share information with

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

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

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

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

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

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



## How long do we keep your information for?

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

## Photographs/videos

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

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

## Your Rights

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

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

## Complaints

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

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

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

You can visit their website for more information <https://ico.org.uk/make-a-complaint/> .

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

[https://www.scotborders.gov.uk/info/20016/have\\_your\\_say/155/make\\_a\\_complaint/1](https://www.scotborders.gov.uk/info/20016/have_your_say/155/make_a_complaint/1)

# Keeping our child and young people safe in the Scottish Borders

## **CHILD PROTECTION**

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

### **What to do if you have a child protection concern?**

**It's everyone's responsibility to protect children.**

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

01896 662787 (Duty Children and Families Social Work Team)

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

#### **Emergency contact**

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

### **Need more information about keeping our children and young people safe?**

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

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

## **Other Information**

### Employment of Children

Children under the statutory school leaving age can only be employed within the terms of the bye-laws on the Employment of children. These regulations allow anyone to be employed at 14 years but under certain circumstances children **under 13 years of age can be employed**, and for those over the age of 13 there are limits on the hours and type of employment which are allowed. Parents and employers must both complete an application form for an employment permit before the employment begins. Forms and application forms are available from the school office. Further details can be obtained from HQ Operations, Children & Young People Services, Scottish Borders Council, Newtown St Boswells, TD6 0SA

Further information can be found at:

[https://www.scotborders.gov.uk/info/20025/licensing/670/employment\\_byelaws\\_for\\_children\\_and\\_young\\_people/1](https://www.scotborders.gov.uk/info/20025/licensing/670/employment_byelaws_for_children_and_young_people/1)

## **Useful Links**

ParentZone Scotland - <https://education.gov.scot/parentzone>

Education Scotland - <http://www.education.gov.scot>

Skills Development Scotland – <http://www.skillsdevelopmentscotland.co.uk>

GDPR - <https://www2.gov.scot/Topics/Statistics/ScotXed/SchoolEducation/ESPrivacyNotices>

## **Disclaimer**

Information provided is correct at the time of printing. It is possible that there may be some inaccuracy by the time this document reaches you.