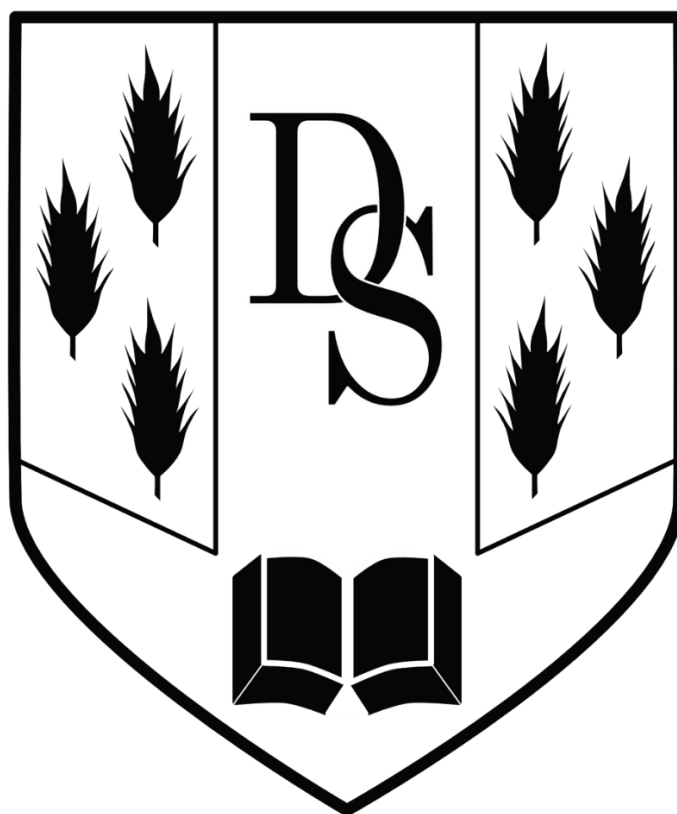


Danderhall Primary School



School Handbook
Session 2023 - 2024

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Welcome to Danderhall Primary School and ELC

We, at Danderhall Primary School and ELC, would like to extend a warm welcome to all new parents, carers and pupils.



Our school is a non-denominational, co-education school serving the village of Danderhall and the surrounding rural areas, predominantly Newton Village, Millerhill and Hilltown. Currently we have a roll of around 400 pupils, organised into 16 classes. Our ELC has capacity for 96 children at present, split between three play rooms.

We believe that strong links between home and school have the greatest impact on pupil learning. Therefore it is our hope that you will take an active interest in the school and our activities, as well as in your child's development and welfare. The education of your child is a partnership between home and school, therefore close co-operation, mutual understanding and communication is vital if your child is to benefit fully.

This handbook will provide you with necessary information about our school (staffing / curriculum / systems / policies etc.) but it is not intended to replace the personal contact we have with parents. Please call the school office to arrange an appointment if you need to speak with your child's class teacher / keyworker or a member of the Senior Leadership Team.

Contact Information

DANDERHALL PRIMARY SCHOOL

59 EDMONSTONE ROAD

DANDERHALL

MIDLOTHIAN

EH22 1QL

Telephone No 0131 271 4585

School Email Address danderhall.ps@midlothian.gov.uk

Website Address <http://www.danderhall.mgfl.net>

Twitter @DanderhallPS

Headteacher: Mr C Reid

Depute Head Teachers: Miss N Clarke & Mrs L Kelly

Admin Assistant: Miss J Burness

Office opening hours are between 8.30 and 4.00 (8.30 - 12.30 on Friday). Outside of these hours, an answer machine will take your message. At busy times, an answer machine will take your message if a member of staff is unable to answer.

Divisional Education Office

Midlothian Council

Fairfield House

8 Lothian Road

Dalkeith

EH22 3ZG

Vision & Values

At Danderhall Primary, our vision is:



We have 3 core values:

- **Ready** to Learn
- **Respectful** to All
- **Safe** in School

The School Day

Primary 1 - 7 classes:

Monday - Thursday: 8.50 - 3.15

Friday: 8.50 - 12.25

Morning breaks / lunches are staggered

ELC:

Monday - Thursday: 8.30 - 3.10

Friday: 8.30 - 11.50

Admissions / Primary 1 Enrolment

Enrolment week for new P1 pupils normally takes place in November. The exact date can be obtained from your ELC setting, or by telephoning the school. Midlothian Council will contact you directly with your P1 enrolment form. If you are making a placing request for a different school you must enrol in 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 Danderhall Primary, you must fill in a Placing Request Form. Information on how to complete a Placing request can be found by visiting the council website: <https://www.midlothian.gov.uk/schoolplace>

Class Structure

Government regulations set a limit of 25 pupils per class in Primary 1, and 30 pupils per class in Primaries 2 and 3. However, this limit can be exceeded when:

- Children cannot gain a place at any other school within a reasonable distance of their home when their family moves into the area.
- Children are initially refused a place at the school but subsequently, on appeal, are offered a place.

The class limit for Primary 4 - 7 is 33 pupils per class. Where there is a composite class of two year groups or more, the maximum class size is 25 pupils.

The class organisation for the session 2023/24 is as follows:

- Early Learning and Childcare Setting: The children are organised into three play rooms (Maple, Oak and Pine).
- P1 Atrium: P1A, P1B, P1C
- Lower Floor: P2A, P2B, P2/3, P3A, P3B, P4A, P4B, Inclusion and Wellbeing Base
- Upper Floor: P5A, P5B, P6A, P6B, P7A, P7B, Support for Learning Base

Danderhall Primary School is a feeder primary for Dalkeith High School

- Address: 2 Cousland Rd, Dalkeith EH22 2PS
- Telephone number 0131 654 4701
- Headteacher: Mrs Emma Ormerod

Danderhall Staff 2022-23

** Please note: information is correct and the time of publication and may be subject to change*

Senior Leadership Team	
Headteacher	Mr C Reid
Depute Headteacher	Miss N Clarke
Depute Headteacher	Mrs L Kelly
Principal Teacher	Mr D Halliday
Principal Teacher (SfL)	Mrs L Morris
Acting Principal Teacher	Ms M Kersh
Acting Principal	Mrs G Russell

School Office	
Administration Assistant	Miss J Burness
Office Support	Mrs C Baillie
Office Support	Mrs P McQueen

Janitorial	
School Janitor	Mr K Morrison

Teaching Staff	
Class	Teacher/s
P1A	Miss C Cummings
P1B	Mr D Woods
P1C	Mrs G Russell & Mrs Morris (F)
P2A	Miss C Jess
P2B	Miss A McManus (T - F) & Mrs A Shaw (M)
P2/3	Mr D Maguire
P3A	Miss S Farrell
P3B	Miss D McCaldin
P4A	Miss A Brien
P4B	Mr E Cole
P5A	Mrs L Stirton
P5B	Miss S Chaudry (M - Th) & Mr M Reville (F)
P6A	Miss P Renton
P6B	Mr D Halliday (M - W) & Mrs A Milligan (T - F)
P7A	Miss C Leach (M, W - F) & Mrs A Shaw (T)
P7B	Miss M Kersh & Mr Halliday (F)
Inclusion and Wellbeing	Mr M Reville
Support for Learning	Mrs L Morris & Mrs A Milligan

Visiting Staff	
PE	Mrs L Blacklaws
Music	Mrs C O'Connor
Brass	Ms S Findlay
Languages	Mrs M Leslie

Learning Assistants	
LA - Inclusion & Wellbeing	Mrs D Chapman
LA - class support	Mrs M Diamond
LA - class support	Miss M Fairnie
LA - class support	Mrs A Gemmell
LA - class support	Mrs T Gillon
LA - class support	Mrs D Hare
LA - class support	Miss L Kerr-Smith
LA - class support	Miss S MacFarlane
LA - class support	Mrs T Rahman
LA - class support	Miss S Sharp
LA / Lunch Supervisor	Mrs A Taylor
LA - class support	Mrs M Welsh
LA - class support	Ms K Wright

Early Learning and Childcare Setting	
Senior EYP	Miss E Duff
Senior EYP	Miss Z Stevenson
Senior EYP	Miss E Wilding
Early Years Practitioner	Miss S Brown
Early Years Practitioner	Mrs R Crawford
Early Years Practitioner	Miss A Fagan
Early Years Practitioner	Mrs J Johnston (Th - F)
Early Years Practitioner	Miss M Lombardo (M - W)
Early Years Practitioner	Miss L Lyon
Early Years Practitioner	Miss M Mells
Early Years Practitioner	Mrs A Morrison
Early Years Practitioner	Mr B Patterson
Early Years Practitioner	Mr J Sutherland
Early Years Practitioner	Mrs G Welsh
Early Years Practitioner	Mrs K Wilson
Learning Assistant	Mrs J Ansary
Learning Assistant	Mrs S Black
Learning Assistant	Mrs S Mackenzie

Curriculum for Excellence

Curriculum for Excellence is in place across Scotland for all 3-18 year olds. It aims to **raise standards**, prepare our children for a future they do not yet know and equip them for jobs of tomorrow in a fast changing world.



Curriculum for Excellence enables professionals to teach subjects creatively, to **work together** across the school and with other schools, to share **best practice** and explore learning together.

Teachers and practitioners will share information to plan a child's 'learning journey' from 3-18, helping their progression from ELC (nursery) to Primary, Primary to Secondary and beyond, ensuring transitions are smooth. They'll ensure children continue to work at a pace they can cope with and with challenge they can thrive on.

Curriculum for Excellence balances the importance of **knowledge and skills**.

Every child is entitled to **broad and deep** general education, whatever their level and ability. Every single teacher and practitioner will be responsible for **literacy and numeracy** - the language and number skills that unlock other subjects and are vital to everyday life.

It develops **skills** for learning, life and work to help young people go on to further study, secure work and navigate life. It brings real life into the classroom, making learning relevant and helps young people apply lessons to their life beyond the classroom. It links **knowledge** in one subject area to another helping children understand the world and make connections. It develops skills so that children can think for themselves, make sound judgements, challenge, enquire and find solutions.

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

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

The Curricular Areas covered are:

- Literacy
- Numeracy
- English Language
- Maths
- Social Studies
- Expressive Arts
- Religious and Moral Education
- ICT and Technologies
- Health and Wellbeing

At Danderhall Primary School a wide range of learning experiences is offered to all children. In their studies they acquire skills, concepts and attitudes as well as knowledge. The relevance of the children's learning experiences is reinforced by linking together different areas of the curriculum and by involving the children in real situations where possible. Group, individual and whole class methods form the basis of the teaching in order that the curriculum can be tailored, as far as possible to fit, the needs of each child.

Health and Wellbeing

Good health and wellbeing is central to effective learning and preparation for successful independent living. At Danderhall Primary, we aim to ensure that all of our children are: Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible, and Included. We follow a planned programme for Health and Wellbeing in the following curriculum areas:

- Mental, emotional, social and physical wellbeing
- Planning for choices and changes
- Physical education, physical activity and sport
- Food and health
- Substance misuse
- Relationships, sexual health and parenthood.



Physical Education in School

A specialist teacher takes classes from P1 to P7 every week. In line with government recommendations, every class has two hours of Physical Education each week.

Pupils from Primary 4 have a block of swimming tuition at a Midlothian Council Leisure Centre Pool (usually at Lasswade or Loanhead Centre) during the school year and P5 pupils have the opportunity to go to Hillend Ski Centre for a series of weekly lessons.

Throughout the year, the Active Schools group run a number of taster sessions and clubs. These have included rugby, basketball, football, dance and gymnastics. We have an annual sports day in the summer term and all parents and friends are invited to join us.

Language and Literacy

Literacy is fundamental to all areas of learning, as it unlocks access to the wider curriculum. Being literate increases opportunities for the individual in all aspects of life. It lays the foundation for lifelong learning and work. The Language and Literacy curriculum consists of; Listening & Talking, Reading and Writing.

Listening and Talking

Children learn to develop their language skills and thinking by listening and talking. We help them to develop these skills through:

- Stories
- Drama
- Discussion
- Audio and visual aids



Reading

We aim for children to develop a lifelong love of reading and books. In the early years, much time is spent on reading to and with the children and teaching them to become fluent readers. We use a structured reading and spelling scheme to assist with this. As children become more independent in reading they progress through the study of novels and non-fiction books.

We expect parents to support our reading programme by providing a range of reading experiences for their children at home, as well as hearing their children read for homework. We celebrate an annual Book Week, along with invited storytellers and authors. Classes also benefit from regular visits to the Library, located in the Danderhall Community Hub.

Writing

The skills of spelling, grammar and handwriting are taught progressively through structured programmes of work. All our classes have handwriting lessons, as presentation is very important. Children are given regular opportunities to create stories and organise and present their work.

Throughout the school we use the Big Writing approach to develop skills in writing in a variety of genres such as imaginary, reports, poetry, letters, etc. Through Big Writing pupils study four areas which impact most on their quality and complexity of their writing. These are vocabulary, connectives, openers and punctuation.

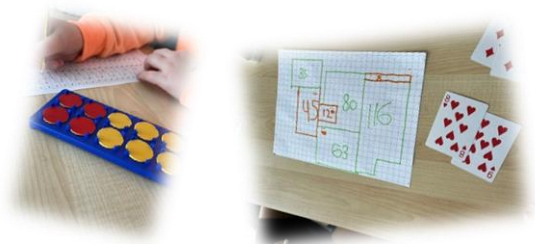
Pupils in Primary One follow the Foundations of Writing approach. Through this there is a focus on developing black line drawings and verbal story telling / recounts. Pupils then progress to the Big Writing approach.

Numeracy and Maths

Being numerate helps us to function responsibly in everyday life. It increases our opportunities within the world of work and establishes foundations which can be built upon through lifelong learning.

The Numeracy and Maths curriculum consists of

- Number, Money and Measure
- Shape Position and Movement
- Information Handling



The children's learning often takes place in the context of real situations where mathematics is presented as a problem solving activity. Children use their knowledge and skills to reach a solution.

Learning comes from practical activities initially and, by this method, the children acquire a sound understanding of the concepts. This is especially true in the early stages where sand and water-play, baking, building and craftwork lay the foundations for the basic ideas. Practice in fundamental processes at all stages leads to competence in dealing with problems.

Mathematics has strong links with other areas of the curriculum such as science, technology and geography and these links are developed wherever possible.

In addition to its practical uses, mathematics should be an enjoyable activity in its own right and opportunities are often taken to investigate patterns, games, puzzles.

Modern Languages

At Danderhall, French is taught to all pupils from P1-7. This is the modern language covered by all schools in the Dalkeith ASG.

At Early and First Levels, children will be developing skills in listening and talking. Activities will include playing games, singing songs, carrying out simple instructions and playing with poetry and rhyme. In this way they can begin to be enthusiastic, confident language learners from the outset.

As children move towards Second Level, the teaching of French also includes reading, writing and knowledge about language.

From Primary 5, pupils explore Spanish as the +2 Modern Language.

Interdisciplinary Learning

This covers the areas of Sciences, Social Studies and Technologies.

Your child will learn about:

- the world in which we live; peoples and places both past and present
- how all living things depend on their environment for survival
- other cultures and lifestyles / respect for other people's ways of life
- how technologies have developed and how we use them in society



Through observation and simple investigation your child will practise basic science skills and build up knowledge and understanding of the world around them.

Trips and outings play an important part in making their study meaningful. You will be informed of these in advance.

Expressive Arts

The Expressive Arts curriculum encompasses

- Art and Design
- Dance
- Drama
- Music

The inspiration and power of the arts play a vital role in enabling our young children to enhance their creative talent and develop their artistic skills.



Digital Learning



In Midlothian we are very fortunate as all pupils have been issued with a digital device. P1-2 pupils have iPads and P3-7 pupils have Chrome Books. Each classroom has an interactive board with full internet access to support and enhance learning and teaching.

Religious and Moral Education

Religious and Moral Education enables children to explore the world's major religions and views. It supports them in developing and reflecting on their values and their capacity for moral judgement.

We aim to:

- Teach moral values such as honesty, truthfulness and kindness.
- Teach an awareness and respect for all major world religions.
- Foster tolerance and respect for the beliefs of others.

Assessment and Reporting

Assessment of your child's progress and achievement is on-going and undertaken in a variety of ways.



We have two formal parental consultation sessions each year, in addition to Shared Learning Events. We also utilise Seesaw, an online platform, to share and celebrate a child's learning with home.

In the primary classes, Learning Targets and evidence of learning are posted to Seesaw. A paper end of year Attainment Summary is sent home in the final term.

In our ELC setting, Learning Priorities are set and shared via Seesaw.

During the summer term every teacher does a handover meeting, passing information on to the child's next teacher. Staff at Danderhall Primary School meet with staff at Dalkeith High School, and any other High School as required, to pass detailed information from P7 to S1. Transition meetings also take place between Primary One teachers and our feeder ELC settings.

Pupils with Additional Support Needs

All schools are expected to meet the legislative requirements of the Education (Additional Support for Learning) (Scotland) 2004 Act. Midlothian Council has a policy, "Education for all" which promotes the provision for all children in mainstream schools. Further information is set out in "Education for All: a guide for parents, carers and young people" - available from school. Should you have any questions or concerns, please contact Mr Reid, Headteacher, or one of our Depute Headteachers.

If your child has any kind of additional support need, please discuss this at the time of enrolment, in order to ensure we are able to provide appropriate support for your child.

The Support for Learning Programme is overseen by one of our Principal Teachers, who works closely with teachers and Learning Assistants to provide support in a variety of ways depending on the individual child's needs.

The school also works alongside other agencies, such as Speech and Language Therapists, Physiotherapists and Occupational Therapists, who can provide materials and classroom based advice.

Homework

Pupils will be given homework on a regular basis and is intended to reinforce or extend work done in class. It gives parents the opportunity to see what children are doing, a chance to offer encouragement, and it develops the habit of independent working.

Homework will be varied depending on the age and stage of your child - class teachers will communicate timeframes and expectations with you.

Across the school all children have numeracy and literacy homework every week and occasional pieces of work in other curricular areas.



We are now using Seesaw and Google Classroom to support us with home learning. Pupils are sent a login and password to access their Google workspace / Seesaw activities.

Children make more progress if the necessary encouragement and support is given at home and we appreciate the partnership which exists between home and school in this matter.

Parental Involvement

We actively encourage parents to become involved in the daily life of the school. Many already help both in the classroom and with other activities such as accompanying trips. If you are able to help please let the school know.

Our Parent Council is open to all parents and information on meetings and events can be found on the parent council page of the school website.



School Uniform



It is hoped that as many children as possible will wear the recommended school uniform. The school sweatshirt can be teamed with either black or grey. P7 sweatshirts are royal blue. The ELC also has its own sweatshirt, polo shirt and outdoor jacket.

Embroidered items of clothing / school supplies can be purchased online at www.beuniforms.co.uk or at their shop

BE Uniforms

187a Dundee Street

Edinburgh

EH11 1DH

School uniform is not compulsory but all pupils are expected to be of neat and tidy appearance. Pupils should not wear

- baseball caps
- football shirts or scarves
- cropped tops/t-shirts with Logos
- fashion/designer tops

It is advisable that all school clothing is clearly marked with the pupil's name.

PE

From August 2023, we are reintroducing changing for PE lessons. Children should bring a change of shoes, a plain t-shirt and dark coloured shorts to wear for PE lessons.

We remind you that Midlothian and school policy is

- football colours / strips should not be worn
- no inappropriate clothing such as crop tops
- no hoop earrings
- all long hair should be tied up

Assistance with Provision of Clothing and Footwear

The Authority operates a scheme of clothing grants to assist parents in ensuring that a pupil is sufficiently and suitably clad to take full advantage of the education provided. Families in receipt of Income-based Job Seekers allowance, on Income Support or Child Tax Credit but not Working Tax Credit (subject to a maximum annual income), both maximum Child Tax Credit and maximum Working Tax Credit (subject to a maximum annual income) or support under Part VI or the Immigration and Asylum Act 1999 will automatically qualify for such a scheme. Other cases will be determined according to the personal circumstances of the family. Parents who wish to apply for the scheme should complete an application form which is available from this school or the Education and Children's Services Division, Fairfield House, 8 Lothian Road, Dalkeith EH22 3ZG.

Attendance and Punctuality



Parents are responsible for ensuring that their child attends school regularly. In cases of unsatisfactory attendance, the Head Teacher may put in place attendance management procedures. It is important that pupils are punctual and parents must ensure that their child is at school by 8.50am each morning.

Reporting a pupil absence:

Details of all absences are now collected and monitored both locally and by the Scottish Government. Each absence has a specific code which must be marked against it. Children coming in late will continue to have this marked on the register. If a child has a dental or doctor's appointment during the school day, the school should be informed that this is the reason for absence.

If your child is absent from school please call the school office (0131 271 4585) before 9.00am, and by 9.30am at the latest, on the first day of absence. The office is very busy early in the morning so, if there is no reply, please leave a message on the answering machine. If you write to report an absence, such as an upcoming medical appointment, the letter should be addressed to your child's class teacher in the first instance. Unexplained absences will always be investigated.

Family Holidays:

Holidays should be taken within the school holiday period but every session many requests are made for pupils to have holidays within term time. The new guidance states that family holidays taken within term time will be classed as unauthorised absences and marked accordingly in the register. Requests for holidays during the term should be made in writing, addressed to the Head Teacher.

What happens when a pupil's attendance is unsatisfactory?

When attendance falls below 90% or a pupil is persistently late, parents will be contacted by school.

If absence continues and there has been no recognised improvement in attendance, a letter will be sent from the Headteacher requesting that you attend a meeting to discuss our concerns.

Parent should note the following:- *Under the Education (Scotland) Act 1980, attendance at school is a legal requirement until the age of 16.*

Breakfast / After School Club



Danderhall After School Club operate within our building and provide before / after school care for a number of families.

The school office are able to provide contact details for any parent / carer wishing to find out more about the service they offer.

Transport

Midlothian Council Policy

All 5 to 21 olds living in Scotland are entitled to free bus travel through the Young Scot/National Entitlement Card. You can apply online at freebus.scot

Where a pupil attends their catchment primary school and:

- lives more than two miles from it by walking route, or
- there is not a suitable walking route and there is no public transport available, the council will arrange school transport.

If your child has a place in the complex needs provision you should refer to your Education Resource Group (ERG) decision letter for details about school transport.

Parents who choose to send their children to a school other than their catchment school will not receive assistance in relation to travel to and from school.

Contract Transport for Danderhall School

Currently a contract bus is scheduled to pick up children starting at:-

Millerhill 8.25am

Newton Village 8.30am

It arrives at the school at 8.45am approx. The return journey starts from the school at 3.15pm Monday - Thursday, and 12.25pm on Fridays.

School Meals / Milk

The kitchen provides meals free of charge for all pupils in Primary 1 - 5.

Children with packed lunches also eat in the dining room.

Free milk will be available to children in ELC and to children of primary school age whose parents are in receipt of Income Support/Job Seekers Allowance with Child Tax Credit. It will be available to all other children in primary education at favourable prices and must be ordered in advance. To simplify the system, especially the collection of cash, a method of standard payments of cost over the year has been authorised.

ParentPay - Online School Payment Service



ParentPay is an online payment system for schools.

It allows parents to pay quickly and securely for school meals, milk, trips and much more.

The system is easy-to-use and offers parents and carers the freedom to make online payments by credit or debit card, whenever and wherever they like, 24/7.

Parents and carers will be given individual letters detailing the *Account Activation Procedure* a few days after your child starts and user guides will be available online.

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. The security of the children is of paramount importance. During school hours parents and visitors must enter by the main door, sign the visitor's book and collect a security badge so that everyone coming into the school can be monitored, please note there will be no other doors open for access during school hours.

Medical Care



What happens if your child becomes unwell or has an accident at school?

When a child becomes ill or has an accident in school a decision will be made as to whether the child may stay at school or whether we should contact his or her Parent/Carer. If the decision is made that the child is too unwell to stay in school we will initially try to get in touch with the child's main contact. If we are unable to contact the main carer we will attempt to contact the child's next emergency contact. Under these circumstances the Parent, Carer, or a responsible person, will be encouraged where possible to collect the child from school.

Parents/Carers will always be informed when a child has a bump on the head. Your child's class teacher may speak to you at pick-up to let you know or, if it more serious, the school will contact you by telephone. Your child will also bring a 'head bump' slip home. This is purely precautionary so that parents can monitor their child in the evening.

A pupil involved in an accident may require to be taken by car or ambulance to the hospital casualty department, usually the Royal Hospital for Sick Children in Edinburgh. Again, parents will be contacted either to come to school or go directly to hospital. An adult will always remain with the pupil until the parent arrives.

Where necessary, medication can be administered to pupils by a member of staff, although there is NO obligation on school staff to do so. Where agreed, parents must complete and sign the appropriate form allowing staff to do this. Where a child self-administers medication e.g., Ventolin, parents must complete and sign a self-administration form. Both forms are available from the school office.

The School Health Service

Throughout their time at school a team of specialist Health Service and Education staff will see children as part of planned programme to make sure that they benefit as much as possible from all that school has to offer, and to help prepare them for life after leaving school. The school health service is part of Midlothian's Community Child Health Service and has direct links with those who carry out health checks on children before they start school. Many different services are provided. The issue of maintaining confidentiality is taken seriously by the School Health team at all times. The staff involved make every effort to work closely with parents and with others who are caring for your child, both at school and in other branches of the Health Service. Some of the services, e.g. testing of vision in Primary 1, are normally provided to all children on a routine basis to identify children who may require further tests or treatment. Parents are not necessarily notified at the time of these screening tests and any parent who does not want a child to be included should notify the school at the beginning of the session. Naturally, if treatment is thought to be required, parents will be informed and consent requested. If you have any concerns about your child's vision please contact the school nurse who will arrange a vision test or alternatively you can take your child to the local optician (optometrist).

Some of the staff concerned and the parts they play are as follows:-

The **School Nurse** is the main health care professional in mainstream schools in Midlothian. School nurses are involved with health promotion and education, prevention of ill health, immunisation, health surveillance and screening. The school nurse may be helped by a **Health Assistant** and have close working links with the **Community Paediatricians**.

The school nurse also acts as an important link between home and school. She visits the school regularly and liaises with the teachers. If a teacher is concerned about a child's health or development, a referral may be made to the school health team only after obtaining parental permission. Separate referral to child and family mental health services also requires parental permission. The school nurse can link with other members of the health team in the community or in hospital, concerned with a child's health. The health team also work closely with colleagues from other children's services.

The school nurse reviews the notes of all children in Primary 1 as well as those of all new entrants identified with medical needs. A member of the school health team measures their growth and tests vision. The school nurse will assess these measurements and results. In addition she reviews all children who are referred either by parents, teachers or other health professionals at any stage in their school life.

If you have concerns about your child's **hearing** the school can refer him or her to the appropriate specialist directly.

Speech and Language Therapist - can provide assessment and, if necessary, support if you, a teacher, your GP or the school doctor feels that your child may need help with communication.

Any enquiries concerning the provision of **dental services** should be made to the Director of the Community Dental Service, 16 Duncan Street, Edinburgh, EH9 1SR (Telephone 0131 667 7114).

We hope that the School Health Service can, together with yourselves, contribute to your child's overall well-being and development. Please do not hesitate to arrange through the Head Teacher to see the school doctor, school nurse or the health visitor if you want any information.

Parents are also asked to complete a health questionnaire about their child at Primary 1 and Primary 7 stage. Any specific conditions can be raised at that point.

Occasional and Emergency Closures



Parents are informed by letter or newsletter in advance of planned closures for in service or holiday.

In the event of unplanned closure of the school, that is, in an emergency situation, parents will be informed via Group Call / the School App. In the case of closure due to severe weather conditions, parents will be informed on arrival at the school and local radio will regularly broadcast information to parents. It is against school policy for children to be allowed out of school unaccompanied. In an emergency situation, under no circumstances will children be sent home without an adult to accompany them.

Child Protection

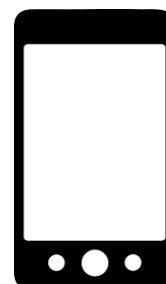
The Council has a range of duties and responsibilities in relation to the child protection procedures for all pupils which includes having regard for their right to be protected from harm and abuse. The school's duties and responsibilities for this are set out in the Inter-Agency Child Protection Procedures - Edinburgh and The Lothians.

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 the 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 some circumstances when it may not be appropriate 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 when and how parents and guardians will be informed is the responsibility of the Police, Social Work and Health Services as part of their investigation and the school will be informed by these services of the action that they have taken.

Should you wish to discuss this or any associated matter further, please contact the Head Teacher.

Mobile Phones

Pupils should not bring expensive IT equipment/mobile phones to school. Children who need to have their own mobile phones must ensure they are switched off during the school day and given to the teacher who will return them at the end of the day. Pupils are also encouraged not to wear smart watches to school.



Data Protection

Here at Danderhall 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

Complaints Procedures

At Danderhall we endeavour to work closely with our parents/carers to resolve any concerns with a solution focussed approach. 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 or named representative 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.

1. In some 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, the above steps will result in a satisfactory solution for all concerned.
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 notify you of the appropriate officer of the Education Authority whom you should contact.
3. Contact the named manager by telephone or by letter at Education and Children's Services Division Headquarters or use 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
The officer will investigate the matter and endeavour to resolve any difficulties. He/she will report the outcome to you, normally within five working days of being contacted. Nearly all matters of concern are resolved through the above procedures. 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.