WINDYKNOWE PRIMARY SCHOOL

School Handbook 2026/2027

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Feedback, Concerns and Complaints

Section 1 - School Information

On behalf of the staff, I am delighted to welcome you to Windyknowe Primary School. I hope that this will be the beginning of a positive partnership both for you and your child and that you will always feel welcome. As a parent/carer of a pupil in our school, you will have a major role to play in your child's education. Like you, we want the best for your child. Your active involvement in his/her education is not only desirable, but essential. Above all we hope that your child will feel valued and achieve success at each stage of their learning journey and will grow increasingly confident in their skills development and become a successful learner and confident individual. We provide a wide range of learning opportunities in Windyknowe which will lead to your child becoming a responsible citizen and effective contributor to Scotland's future. We have a tremendous sense of pride in our school and its place in the community. We hope to make you as parents and carers feel welcome at all times by fostering an atmosphere of trust, mutual respect, equality and fairness. I look forward to getting to know you and to working with you and your child.
We hope that the following information will be useful to you before and during your child's attendance at Windyknowe Primary School.

John Cloherty
Head Teacher

Contact Details

School Address: Windyknowe Primary School and Early Learning Centre
Windyknowe Crescent
Bathgate
EH48 2BT
West Lothian

Telephone Number: 01506 280680
School Email: wlwindyknowe-ps@westlothian.org.uk
Council webpage: http://www.westlothian.gov.uk/sitecontent/schools/Windyknowe

Present Roll: 376

West Lothian Council Mission Statement

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

West Lothian Council Values

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

Our Vision

At Windyknowe Primary we strive to create a respectful and trusting community in which all contributions are valued. We work in partnership to provide a safe, nurturing and supportive environment which encourages each individual to develop to their full potential to become a healthy, valuable member of society.

Our Values

- We always try to do our best
- We stand up for what is right and speak out when things are wrong
- We take responsibility for our own actions
- We show respect
- We share and we are fair and friendly around others
- We show patience, tolerance and try to solve problems peacefully
- We understand that it is important to tell the truth so that others trust us
- We care about others and know people in our school care for us
- We look after our world so that everyone can enjoy it

Our Aims

Ready, Respectful, Responsible and Safe

Successful Learners
Effective Contributors
Confident Individuals
Responsible Citizens

Partnership, Collaboration and Self Improvement
A welcoming culture and ethos encourages pupils, staff, parents, carers and partners to become actively involved in shaping the learning community of Windyknowe to be the best it can be.

Leadership and Management
Strong and effective leadership at all levels amongst pupils, parents and staff supports a decision making process which ensures the effective running and improvement of our ever evolving school

Learning Provision
A progressive, coherent and inclusive curriculum creates the highest quality of learning and teaching where children participate and engage in inspiring, fun, motivating, creative experiences.

Successes and Achievements
High standards of achievement and attainment are recognised and celebrated.

Our Team

Windyknowe Primary is staffed by a Head Teacher, non-teaching Depute Head Teacher, Principal Teacher, Acting Principal Teacher, Class Teachers and visiting Teachers.
There is also an Administrative Assistant, one Clerical Assistant, and a number of Pupil Support Workers, who work in class as well as supervising in the playground.

The people who work in our school are:

Mr Cloherty – Head Teacher
Mrs Hay – Principal Teacher
Mrs Messenger – Class Teacher
Miss Morland – Class Teacher
Mrs Cross – Class Teacher
Mrs Davidson – Class Teacher
Miss Halliday – Class Teacher
Mrs Roy – Class Teacher
Miss Lamb – Class Teacher
Mr Muller – Class Teacher
Ms Brody – Class Teacher
Miss McGillivray – Class Teacher
Mrs Polland – Class Teacher
Mrs Mackay – Pupil Support Worker
Mrs Kennedy – Advanced Pupil Support
Miss Weir - Pupil Support Worker
Mrs Conway – Clerical Assistant
Miss Sutherland – Dining Supervisor

Ms Norquoy – Depute Head Teacher
Miss Purdie – Acting Principal Teacher
Mrs Newton-Stott – Support for Learning
Mrs Smyth – Class Teacher
Mrs Brown - Class Teacher
Miss Melrose – Class Teacher
Miss Mossie – Class Teacher
Miss Smillie – Class Teacher
Mrs Hastings – Class Teacher
Mrs Wells – Class Teacher
Mrs Smillie – Class Teacher
Mrs Welsh – Class Teacher
Mrs Williams – Pupil Support Worker
Mrs Robertson – Pupil Support Worker
Mrs White – Pupil Support Worker
Miss Crighton – Pupil Support Worker
Mrs Murray – Clerical Assistant
Mr Swift - FMA

Term Dates and School Day

School term dates and holidays can be accessed online at: School_Session_Dates_Calendar_2026-2027.pdf

Primary 1 - 7	(Mon, Tues, Wed, Thurs.)	8.45am - 10.30am BREAK 10:45am - 12:30pm LUNCH 1.15pm - 3.15pm
Friday		8.45am - 12noon

Section 2 – Standards

Attendance

The school enters pupil absence electronically using codes for particular reasons for absence. To ensure an accurate record is kept it is important that, should your child be absent, you provide an explanation for that absence either by letter or by telephone. In line with West Lothian Council policy parents are requested to notify the school of any absence by 9.45am. Our school has a system which sends out an automated text message to a mobile telephone in cases of unexplained absence. If contact cannot be made the school may involve partner agencies to ensure the safety of children. Parents/carers and schools must work in partnership in order to benefit from early notification of unexplained absence from school. Parents are encouraged to opt into this system.

Please try to avoid keeping your child off school for reasons other than illness. Progress in school is dependent on regular attendance. Work missed is not easily made up and allowing casual absences encourages a casual attitude towards work. The Scottish government has issued a directive informing local authorities that, due to the impact absences during term-time have on children's learning, any such absences will be recorded as unauthorised. Family holidays should therefore be taken out-with term times. If, in exceptional circumstances, you wish to take your children out of school, you must make your request to the Head Teacher in writing.

If you become aware that your child may be absent from school for a considerable length of time, due to illness or admission to hospital, you are requested to inform the school as soon as possible. Notification from the hospital will also be sent to the school. Please refer to the Attendance at School Policy for further information:

ATTENDANCE AT SCHOOL: POLICY AND OPERATIONAL PROCEDURES

Punctuality

Punctuality is an important social attribute and we expect all our children to be punctual. Late arrival may make your child feel embarrassed and disrupts the class work already begun. However, in the event of the occasional 'sleep-in' please send your child to school no matter how late, it is better to miss a little rather than a whole day. Please help us develop in your child a regular habit of good time keeping. If circumstances arise when your child will be unavoidably late please provide a note of explanation. If your child arrives late, they must report to the school office so that we know they have arrived in the building and we can also ensure they have ordered a lunch if required.

Behaviour

The Windyknowe Way

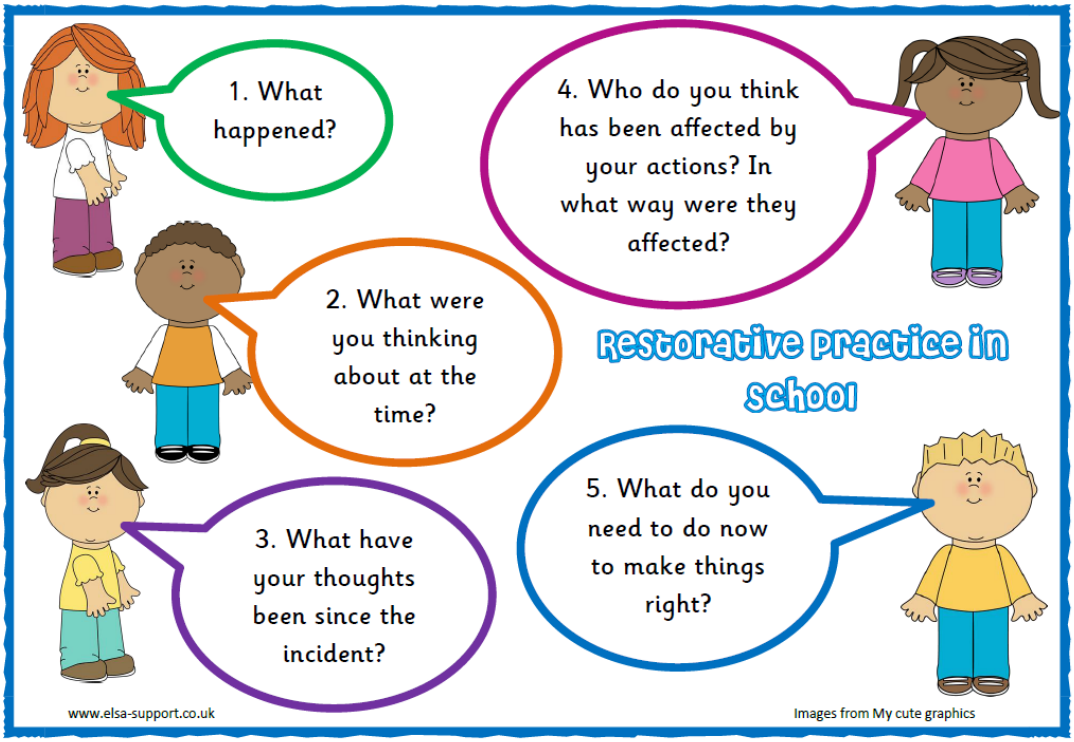
Ready
Respectful
Responsible
Safe

We expect all children at Windyknowe Primary School, as they develop and grow, to not only learn effective working practices and manners but also to develop a moral sense of what is right and wrong. In doing so we aim to ensure that the children are appropriately prepared for life. We therefore endorse the following behaviour principles (in school, outside of school and online):

Working together
High standards of achievement and attainment are recognised and celebrated.
Clearly defined standards and expectations are in place across the school.
Rewards and sanctions are used consistently across the school reflecting the age, stage and needs of the children.
Parents, carers, children and all staff aim to communicate effectively with each other.
School staff will contact parents at an early stage if they have concerns regarding learning or behaviour.
Parents/carers can contact their child's teacher if they have any concerns regarding their child's progress or behaviour.
The leadership team will work with parents and carers to support vulnerable children who require additional planned interventions.
The leadership team will work in partnership with parents, carers and any other service where appropriate to provide targeted intervention to help children learn how to make good choices regarding behaviour.
Working together we can shape our learning community helping our children learn to be **ready, responsible, respectful and safe.**

Parents or carers are responsible for ensuring that their child attends school regularly. If unsatisfactory attendance persists, the Head Teacher, following discussion with the Family Support Worker and other agencies, will decide whether the case should be referred to the Local Area Attendance Advisory Group. This group has been formed to make recommendations to the Head of Service on the statutory responsibilities of the Authority with regard to defaulting parents.

Children need a safe, structured and happy environment to develop and learn. To establish such an environment, a fair and effective behaviour framework is essential. Consistent procedures need to be used throughout the school to promote a positive ethos based on respect, fairness and equality. At Windyknowe Primary School we promote positive behaviour in school and in the playground through our Restorative Approach. This involves going much deeper than handing out a consequence and its effects last longer. This approach encourages the individual to take responsibility for their behaviour and recognise the damage they have done when they have hurt or upset another person. It also focuses on giving the 'victim' the opportunity to let the wrong doer know how they feel, decide what it is they need to feel better about the situation and identify consequences. Research has shown that if children are not given an opportunity to resolve conflict at school this will often have a negative effect on others around them. The toolkit can be found within this induction pack.



School Dress Code

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

At Windyknowe Primary School we are proud of our school uniform and the standard this sets in the local community. The uniform is fit for purpose allowing children to be comfortable in their learning. We welcome support from parents and carers in positively encouraging school uniform. We encourage the children to wear either black/white polo shirts, white shirts, red sweatshirts or cardigans and black or grey trousers or skirts. Uniforms can be ordered through the school office or can be ordered direct from the supplier:
http://www.borderembroideries.co.uk/advanced_search.php?skl_id=12329&pager=view_all.

Windyknowe Primary – Logo Xpres Schoolwear

School ties can be purchased from the school office as well.

On the days that the children have PE lessons they are encouraged to wear school PE kit which comprises a red hoody, white t-shirt and black joggers. These are also available to order via the office or direct from the supplier.

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

School clothing grants are available to parents in receipt of a qualifying benefit; application forms are available from the school or online.

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

Section 3 – Ethos

Equality and Fairness

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

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

Partnership Working and Communication with Parents

West Lothian Schools operate an open, responsive policy with regard to questions or concerns that parents may have. Should you have concerns or complaints regarding the service provided you should raise these with the Head Teacher in the first instance.

To support our children's development, the school works in close partnership with a wide range of agencies. Our partner agencies include; Health Visitors, School Doctor, Speech and Language Therapy, Mental Health Worker, Social Policy, Children and Young People Team, Community Police Officer, Language Outreach Support, Educational Psychologists and Active School's Co-ordinator.

Newsletters are issued termly and curricular evenings and Parents' Meetings are held regularly. Your comments and suggestions on the work done in school and the service provided for you and your child are welcomed. Evaluation forms will be sent to you from time to time so that we can be sure that we are listening to what you say about the service provided for you and your child.

Parent Council

A Parent Council is a group of parents selected by members of the Parent Forum to represent all the parents at a school, on a voluntary basis.

The purpose of a Parent Council is to:

- Support the school in its work with parents
- Represent the views of all parents
- Encourage links between school, parents, pupils, pre-school groups and the wider community.

Every parent can expect to:

- Receive information about what their child is learning along with information about events and activities at the school
- Receive advice/help on how they can support their child's learning
- Be told about opportunities to become involved in school
- Have a say in electing a Parent Council to work on behalf of all parents.

Parent Councils operate in accordance with a local constitution. Parents can put themselves forward to be members of the Parent Council in accordance with that constitution.

Further information can be found on the Scottish Parent Teacher Council website http://www.sptc.info

Windyknowe Parent Council is a team of parents who meet regularly. If you would be interested in joining us, please contact the Chair of the Parent Council.

PSA - Parent Staff Association

The school has an active PSA who organise many events throughout the year, for example the Christmas Fayre, Halloween Disco and Summer Disco, helping to raise funds for the school. This group of people are volunteers from the parent body who have an interest in supporting all of the pupils and Windyknowe Primary School in general. The meetings are open meetings and anyone is welcome to come along and listen to and/or add to the discussion.

Please refer to the council's Parental Involvement Strategy for further information: http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/parentalinvolvementstrategy.pdf

Community Links

Windyknowe takes part in many events within the community throughout the year. Some of the events we are represented at are: the Rotary Quiz, Potted Sports, the Swimming Gala, the Remembrance Service and the Bathgate Procession and Community Festival.

Home Learning

When do we do our Home Learning?

Home Learning is issued fortnightly on a Thursday and is returned on the Wednesday of the second week. This enables children to take responsibility for their own learning and plan their tasks around other commitments. We recognise that children need time for family, friends and extra-curricular activities. No tasks are issued on the last week of each term. Children within P1 and P2 will have their home learning uploaded to Seesaw. Children within P3 – P7 will have their home learning sent out in paper format.

What do we do for Home Learning?

Reading: Children in P1-3 will complete differentiated Reading practice twice a week and children in P4-7 will choose a novel to read at home for enjoyment.

All stages will complete Spelling/Phonics practice and a differentiated Numeracy/Maths task.

Occasionally children may need to practise words for assemblies, shows or compose a personal talk for a topic. Information will be shared with parents when this additional task is required.

Handwriting tasks can be provided at the beginning of each term for children if requested by parents/carers.

Out of School Hours Learning

A number of extra-curricular activities are provided over the year, ranging from sports clubs to art clubs. Clubs are offered to different stages in the school and pupils are given details when appropriate.

Creative Crew

The Creative Crew consists of children elected to represent their class. Early years classes are supported by a senior pupil. The Creative Crew meet regularly to discuss anything which has been brought to their attention in the class, playground or lunch hall. They also organise special events in the school calendar.

For further information please refer to the Developing a Pupil Voice Policy: http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/pupilvoice

Pupil Leadership Team

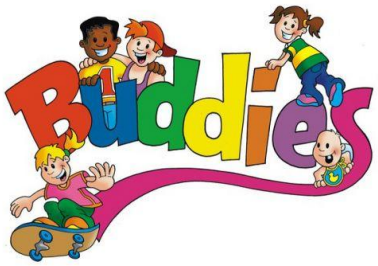
There are four houses within Windyknowe: Birniehill, Standhill, Whiteside and Windyknowe. All children within the school, along with all of the staff, belong to one of these houses. Each house has a Primary 7 Captain who is responsible for encouraging their house to earn house points by displaying the school values. Our House Captains along with Lead Learners meet regularly with the Head Teacher to allow them to be actively involved in the wider life of the school and have the opportunity to be involved in decision making.

Rights Respecting School

We are a Rights Respecting School and children are taught about their rights and how they can respect the rights of others. In April 2026, we had our Gold Award Reaccreditation, which we achieved successfully.

Buddy System

Each school year, the P6 children become buddies to the pre-school children in the Nursery. They go to the Nursery regularly to get to know the children and to play with them. When the pre-school children go to Primary 1 their buddies will be in Primary 7 and visit them in the class regularly. As well as class visits, if a Primary 1 child is upset about anything in the playground they know who their P7 buddies are and can go to them for help.



Section 4 - Curriculum

Bringing learning to life and life to learning

Curriculum for Excellence has been introduced across Scotland for all 3-18 year olds – wherever they learn. It aims to raise standards, prepare our children for a future they do not yet know and equip them for jobs of tomorrow in a fast changing world. 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. Glow, Scotland's unique, world-leading, online network supports learners and teachers in this and plans are already in place for parents across the country to have access to Glow.

Teachers and practitioners will share information to plan a child's 'learning journey' from 3-18, helping their progression from nursery to primary, primary to secondary and beyond, ensuring the change is smooth. They'll ensure children continue to work at a pace they can cope with and with challenge they can thrive on.

Curriculum for Excellence balances the importance of knowledge and skills. Every child is entitled to a broad and deep general education, whatever their level and ability. Every single teacher and practitioner will be responsible for literacy and numeracy – the language and numbers 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 are now new National 4 and 5 qualifications. Our well regarded Access, Highers and Advanced Highers have been updated to take account of and support the new approaches to learning and teaching.

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 will be a new emphasis by all staff on looking after our children's health and wellbeing – to ensure that the school is a place where children feel safe and secure.

Curriculum for Excellence aims to achieve a transformation in education in Scotland by providing a coherent, more flexible and enriched curriculum for 3 – 18.

The 3 – 18 curriculum aims to ensure that all children and young people in Scotland develop the attributes, knowledge and skills they will need to flourish in life, learning and work.

Ultimately, Curriculum for Excellence aims to improve our children's life chances, to nurture successful learners, confident individuals, effective contributors, and responsible citizens.

The Curriculum

The Curriculum encompasses all the learning experiences which your child will encounter during his/her time at school. The curriculum is designed using the Experiences and Outcomes outlined in Curriculum for Excellence. Staff plan learning opportunities based on the principles of Curriculum for Excellence and the interests of the children. Children are involved at the initial planning stages and are given the opportunity to discuss with the teacher what they would like to learn about.

The curriculum is organised under the following subject areas:

- Languages
- Health and Wellbeing
- Social Studies
- Expressive Arts
- Mathematics
- Sciences
- Technologies
- Religious and Moral Education

Languages

Literacy skills are important skills for learning, life and work and are given high priority at Windyknowe Primary. From the earliest stages of P1 pupils continue to develop the reading, writing, listening and talking skills already established at home and at nursery. They learn to communicate in a variety of ways including the use of technology and learn to read for a range of purposes. We teach reading through a variety of means including the teaching of phonics and phonological awareness, word recognition, concepts of print and hearing and reading a wide range of stories and texts from graded reading schemes, to novels and factual books.

Writing is valued throughout the school and pupils are actively encouraged to develop their ideas and present their work to a high standard. Our school aims to develop in your child the ability to communicate through imaginative, functional and personal writing. Children will experience a variety of listening activities from listening to adults, other children, programmes and games. Linked to the development of listening is the development of talking – answering questions, offering opinions, giving talks and debating

Staff use cross curricular opportunities to stimulate and motivate children in literacy and language development, to help children see connections across the curriculum and to make learning meaningful. We aim to encourage all of our children to use language interestingly, imaginatively, appropriately and precisely.

Modern Languages

Today's children are growing up in a multilingual world and the ability to communicate effectively in social academic and commercial settings is crucial if they are to play their full part as global citizens. In line with the Scottish Government's 1+2 approach we are working towards ensuring that every child has the opportunity to learn a modern language from at least P1 onwards. Additionally, each child will learn a second modern language from at least P5 onwards. In line with the other schools in the Armadale, pupils in Windyknowe will learn French as their core language from Nursery to P7. From Nursery to P4 Children will experience Modern Languages teaching through songs, greetings, games and role play. At these stages the emphasis remains on active learning, fun and enjoyment.

P5 – .7 children are encouraged to consolidate their learning in listening and talking and further develop more formal reading and writing skills in the appropriate language. From session 2016 – 2017, pupils have also had blocks of lessons in a second modern language, these lessons include Spanish.

Mathematics

In Numeracy and Maths we plan to enable children to:

Develop essential numeracy skills which will allow them to fully participate in society.

Develop a secure understanding of the concepts, principles and processes of mathematics and apply these in contexts relevant to real life to make predictions, connect to other things, provide skills to understand and examine information, simplify and solve problems, assess risk and make informed decisions.
Mathematics is made up of distinct outcomes and experiences: Number, money, measurement / shape, position and movement and information handling. In all of these areas children have the opportunity to develop problem solving and enquiry skills. The use of ICT is evident throughout the maths programme with suitable interactive programmes and websites used at all stages. Development of mental maths from the earliest stages is a high priority to improve confidence in all numeracy activities. During Numeracy and Mathematics pupils have the opportunity to learn in new and exciting ways. These include learning as a whole class, in pairs, groups or individually. Often these experiences are related to real life contexts across the curriculum in order to motivate children in learning which has relevance for them.

Health and Wellbeing

All pupils in Windyknowe need to learn to develop physically, socially and emotionally in order to enjoy and live a healthy lifestyle. Within a progressive framework, children are provided with opportunities to develop the knowledge, understanding, skills, capabilities and attributes which they need for mental, social, emotional and physical wellbeing, now and in the future.
Learning through health and wellbeing enables children and young people to:

- make informed decisions in order to improve their mental, emotional, social and physical wellbeing
- experience challenge and enjoyment
- experience positive aspects of healthy living and activity for themselves
- apply their mental, emotional, social and physical skills to pursue a healthy lifestyle
- make a successful move to the next stage of education or work
- establish a pattern of health and wellbeing which will be sustained into adult life and which will help to promote the health and wellbeing of the next generation of Scottish children.

We encourage healthy eating and discourage sugary snacks and drinks which could be harmful to dental health. We take a holistic approach to health and wellbeing and our progressive framework aims to promote learning about:

- Mental, emotional, social and physical wellbeing
- Planning for choices and changes
- Physical Education, activity and sport
- Food and health
- Substance misuse and relationships
- Sexual health and parenthood

At the beginning of each term, the class teacher will issue a newsletter detailing what the children will be learning about. Any sensitive aspects of learning within Health and Wellbeing will also be highlighted to parents either through the newsletter or by sharing overviews at Parent Consultations. Full information will be shared with resources available to view if necessary. This will allow you the opportunity to offer any feedback or for any questions that you may have to be answered.

Social Studies

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

These areas of the curriculum are often taught through an inter-disciplinary learning context. This means that children can make meaningful links between subject areas through a specific context, learning in a deeper way.

Through Social Studies, children learn about people and their values in different periods of time and in different contexts, developing a better understanding of the world.
Opportunities exist for studying the local environment and how it has evolved. Visitors are encouraged to visit the school to discuss their business and help pupils develop their enterprise skills.

Science

Includes learning about the natural world and living things, forces, chemical changes and our senses. Attractive, challenging and relevant science courses are provided for all pupils which:

- broaden pupils' understanding of themselves, the society in which they live and the world as a whole;
- develop a scientific approach to problem-solving, encouraging critical thinking about phenomena, events and issues;
- develop positive attitudes to science and its contribution to and impact on society
- contain practical work;
- promote interactive approaches to learning and teaching, including the use of ICT.

The five organisers for the Sciences are:

- Planet Earth
- Forces, electricity and waves
- Biological systems
- Materials
- Topical science.

Technologies
The Technologies framework includes creative, practical and work-related experiences and outcomes in business, computing science, food, textiles, craft, design, graphics, engineering and applied technologies. Children also develop an understanding of the role and impact of technologies in Scotland and the global community.

The technologies framework has five organisers, namely:

- Digital Literacy
- Food and Textile Technology
- Technological Developments in Society and Business
- Craft, Design, Engineering and Graphics
- Computing Science

Religious and Moral Education
Includes exploring the world's major religions as well as views that are non-religious. Your child will think about their own beliefs and values. Children learn about Christian practice in worship and the place of Christian action in the community. Children will also study other world religions in line with national guidelines. This part of the curriculum operates through class teaching, assemblies, outside visits and visitors to school. Any parent who wishes to exercise their right to withdraw their child from religious education/observance should inform the Head Teacher.

Expressive Arts
Teachers plan and deliver lessons in all four areas of Expressive Arts: Art and Design, Music, Drama and Dance. Pupils experiences are further enhanced through the input of a Music Specialist and Instrumental tuition in Brass. Performance through assemblies and school shows provide confidence building and rich experiences for pupils at all stages of school. Wider Achievement is highly valued at Windyknowe and the school has a positive reputation for success in many local and national competitions.

Art and Design
In Art and Design we build on children's natural desire to express themselves visually. Your child will have the opportunity to explore varied media, drawing, painting, collage, model making and clay work.

Drama
Drama activities range from dramatising stories and historical events to the writing and performance of plays. School concerts, class assemblies and end of term services also provide opportunities for children to show off their dramatic skills. Drama provides an opportunity for language development and emotional expression.

Music
This includes singing, making music, listening to music, moving to music and composing music.

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

Instrumental Tuition
The council offer instruction in bagpipes, brass, percussion, strings and woodwind. Schools will tell children when there is an opportunity to apply for lessons. You can find out more from the Instrumental Music Service.

Use of the Internet
Computer equipment is used to support effective Learning and Teaching. This is an integral part of the curriculum which enables pupils to access information and resources on local and worldwide networks. West Lothian Education Services implements software to provide protection from inappropriate material on the Internet. It must be recognised, however, that no protection can be absolutely guaranteed and, to this end, pupils must not actively seek inappropriate material and should report any items that make them feel uncomfortable. We ask parents to promote the responsible and safe use of the internet at home, including the use of social media if parents permit their children to access it. The authority has set out the following Internet rules for pupils to minimise the possibility of accessing inappropriate material or communications.

Internet Rules
When using the Internet, we expect children:

- *Not to swear, use rude or threatening words*
- *Not to reveal their address or phone number or those of others*
- *To remember that electronic mail (email) is not guaranteed to be private*
- *Not to use the Internet in such a way that would disrupt its use by others*
- *Not to try to find inappropriate material*
- *To tell a member of staff if a page, picture or message is found that makes the child feel uncomfortable*

If these rules are not followed the child will not be allowed to use the Internet and the school may take further action. Further information on safe use of the Internet is available at:
http://www.thinkuknow.co.uk/

Outdoor Learning
There is a strong commitment in Windyknowe to developing children's knowledge, understanding and skills beyond the classroom. Staff plan motivating cross-curricular experiences using the 'outdoor classroom'. These lessons allow pupils to extend their learning within relevant contexts and to understand that their learning is deeply rooted in real life. The 'outdoor classroom' can mean using the school grounds or local outdoor environment for ECO / Maths / Citizenship / Health and Wellbeing skills activities. It can also mean visiting heritage sites or ancient buildings to develop a deeper understanding of people in the past. Classes at all stages of the school have opportunities throughout the year for visits which are directly related to topics being studied.

Assessment and Reporting

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

It is the authority's policy to also carry out standardised testing in literacy and numeracy at P1, P4 and P7. These results form part of the overall assessment information about your child.
Information about your child's progress will be shared between home and school throughout the session. This will include parents' nights and an annual report. The aim of the annual report is to provide details of your child's strengths, development needs and attainment within Curriculum for Excellence. Parents and children are welcome to comment on the annual report.

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

Support for Learning

Class teachers are continuously assessing the needs of pupils in their class. The authority provides access to Support for Learning staff and resources for pupils requiring additional support.

Should your child require additional support in a particular area you are invited to discuss this with the class teacher. We consult with parents and carers to ensure the needs of children are met.

This authority has a policy of inclusion. This promotes the placement into primary and secondary schools of pupils with significant needs. Each school follows the principles of the Scottish Government's policy of "Getting it Right for Every Child", for more information see the Scottish Government website.

School Improvement

The main achievements of the school can be found in the Standards and Quality Report which can be located on the school website page.

The plans for future improvement of the school's performance can be found in the School's Improvement Plan which can be accessed through the school website page.

Celebrating Success

Pupils are encouraged to have high expectations of themselves and their success is recognised in a variety of ways. Class Assemblies will be held throughout the session and parents will be invited to attend. We look forward to welcoming you to our class assemblies. A timetable for assemblies will be issued at the start of the year to allow you to plan ahead.

We also celebrate personal achievements through our Wider Achievement Assemblies. Watch out for the email where you can share your child's achievements out of school.

The local media and regular newsletters will be used to publicly celebrate success.

Section 5 – Admission Procedures

Admission Procedures

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

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

The Pupil Placement section deals with all applications for pre-school and wraparound, and deals with applications for the August primary one (P1) and secondary one (S1) intakes. Schools deal with applications for other stages and for P1 and S1 after the pupils start school. To apply for a school, pre-school or wraparound place you must fill in an application form. You can get application forms from schools, nursery schools, libraries, Council Information Service Offices and from the Pupil Placement Section.

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

The school does not provide teaching by means of the Gaelic language as spoken in Scotland. A primary aged pupil whose parent wishes him/her to be taught by means of the Gaelic language will be educated at Tollcross Primary School in Edinburgh.

A secondary aged pupil whose parent wishes him/her to be taught by, means of the Gaelic language will be educated at James Gillespies High School in Edinburgh.

New Entrants to P1

You can apply for a P1 place from the November of the year before your child is due to start school, and the places are allocated in March of the same year that your child is due to start school. Details appear in local papers, Council Information Centres, in nursery schools and playgroups. Children will be invited to spend some time in school, usually in June, to meet their teacher and see their classroom.

New Pupils Primary 2 – 7

Parents seeking to enrol their child should in the first instance complete an application online. Parents are at liberty to make an appointment to view the school and speak to the Head Teacher. When enrolling their child parents should bring along a copy of the child's birth certificate and as much of the child's current work as possible. We will also require the name and address of the previous school so that the child's records can be requested.

Transfer from P7 to Secondary School

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

Each home address has a denominational (Roman Catholic) and a non-denominational secondary school in their catchment area. In November and December, parents of P7 pupils will receive a letter from the Pupil Placement Section indicating the catchment area secondary schools for their home address. The letter, which will be sent home with the child, asks parents to confirm their transfer intentions. It is generally assumed that P7 pupils transfer to their associated secondary school providing that their associated secondary school for the primary school they attend is also a catchment secondary school. The letter also advises parents of their right to make a placing request and how to do this. Information on placement requests is available from the Pupil Placement Section.

The associated secondary school for Windyknowe Primary is:
Armadale Academy
West Main Street,
Armadale,
West Lothian
EH48 3LY
Telephone: 01506282145

Section 6 – Health and Safety and Pupil Welfare

Medication in Schools

If a child becomes ill or has an accident during the day, immediate attention is given by a member of staff. An assessment is made by a promoted member of staff as to whether further medical attention is required and parents/carers are informed. This is why we need to have up to date records of contact telephone numbers. Children cannot be sent home by themselves and need to be collected from school and signed out.

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

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

Please tell the school if your child needs medication. Forms for any child requiring medicine to be taken during school time are available from the school office or can be downloaded from **www.westlothian.gov.uk**

Emergency Contacts and Arrangements

It is essential that the school has the name, address and telephone number of an adult to be contacted in case of an accident or your child feeling ill. Please ensure records are kept up to date by notifying the school of any change of address and telephone number of your child's emergency contact.

Children will only be sent home early in special circumstances. The school will make every effort to contact you in such situations. Where there is no adult to receive the child, they will be supervised in school until such time as suitable arrangements are made. In the event of extreme weather conditions you may check the council website for information on any school closures.

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

Meals and Milk

Breakfast Club

The Breakfast Club provides pupils with a healthy breakfast and offers the opportunity for them to sample and develop preferences for healthy options. The Club aims to establish positive relationships at the start of the school day, helping to reduce lateness or poor attendance and improve attitude, behaviour and motivation to learn. Pupils also benefit from physical activities and time to do homework

Windyknowe offers a Breakfast Club which is available to children wishing breakfast from 8.00am until 8.35am. The club offers a variety of cereal, toast, fresh fruit, yoghurt and fruit juice.

Milk is available to primary pupils at a reduced rate.

The school dining area is organised as a self-service cafeteria. This area is supervised by members of staff. Children may have school meals regularly or on odd days when necessary. Children choose from three options each day. This usually includes a non-meat meal. A 3 coloured tray system is used – green- usually a packed lunch, red – a hot course meal and blue – a snack type meal. These are on display to allow the children to see the choices. The menu is available on the Council website. If your child has special dietary requirements, please let the school know.

All the P1-P5 children, and P6-P7 children whose parents are in receipt of qualifying benefits, are entitled to free school meals. Other children can buy a school lunch.

If a child loses or forgets lunch money, we will provide a meal and inform parents of the cost. This amount must be paid the following day.

Some parents prefer their children to have a packed lunch and facilities are provided in the school for the eating of packed lunches.

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

School Trips

Throughout the session educational excursions will be organised to enhance the learning that the children have completed in the classroom. An EE2 form will be sent home at the beginning of each academic session for you to complete. This provides any medical information that may be required in the case of an emergency whilst out on a trip.

Residential Visits

Primary 5 children take part in a short residential visit to Fordell Firs in Dunfermline. Activities there include: archery, climbing, team building activities, etc.

Primary 7 children spend 5 days at Lendrick Muir near Kinross. This is an outdoor adventure week with activities, which include king swing, orienteering, bowling, archery, etc.

Online payments to school with iPayimpact

We have now introduced a more convenient way to order and pay for primary school meals, trips, activities and other significant school purchases, using a secure internet service called iPayimpact.

iPayimpact offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week – safe in the knowledge that the technology used is of the highest internet security available. You will have a secure online account, creating your unique username and password; with a secure activation via your email address. Once activated you should keep your username and password safe and secure. Making a payment is straightforward and iPayimpact holds a payment history for you to view at any time; no card details are stored in any part of the system. Once you've activated your account you can make online payments straight away. Your child will bring home a unique iPayment Account activation letter.

Employment of Children

Children under the statutory school leaving age can only be employed within the terms of the bylaws on the Employment of Children. These regulations do not permit the employment of children under 13 years of age.

Security

The school has a security system which allows all doors to be locked electronically once the children are in school. The locking system is released automatically if the fire alarm goes off. All visitors should report to the school office via the front entrance of the school, sign in and collect a visitor's badge.
It is extremely important to the security of the school that no adult is on the premises unless they have signed in at the school office.

Photography

West Lothian schools have a photography consent form which is in accordance with data protection and human rights legislation. All parents are asked to sign a consent form before any photographs are taken.

Photography is helpful in publicising the success of the school and in promoting educational initiatives. From time to time members of the press and media are invited into schools to cover events celebrating success. However, the views of parents who, for any reason, do not wish their children to appear in such photographs will be respected at all times.

Photography by staff on school trips and visits may be used in the curriculum and displayed within the school or at parents' evenings to illustrate the work of the school.

Class and individual or group photographs are annual school events. Parents are asked in advance whether or not they wish their children to be included in these events. Reputable commercial photographers are involved and the law allows them to retain the copyright in the photographs.
The use of mobile phone cameras is prohibited in view of the risks inherent in such use, which include the existence and/or distribution of photographs contrary to the wishes, welfare and privacy of young people and adults.

If you have any concerns about photography, please tell the school.

Child Protection Guidelines

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

Wet Weather Arrangements

During spells of bad weather, children are formally supervised in a classroom or open area.

Playground Supervision

We ask that children do not arrive at school before 8:25am unless they are attending the breakfast club which now starts at 8:00am. Supervision is provided in the school grounds from 8.25am, 20 minutes prior to the school opening, during the morning interval and during lunchtime. If children have an accident or any other problem in the playground, they report initially to the nearest supervisor who will take the necessary action. When pupils are at school, the responsibility for their safety rests with the Local Authority. The Head Teacher and staff undertake this responsibility on behalf of the Local Authority.

Transport

West Lothian Council will provide transport assistance for all primary pupils living more than 1.5 miles from their designated school. The provision of transport for pupils attending special schools and classes is not subject to these limitations, but is based on individual pupil need. Further information can be obtained from School Transport or from the School Transport policy on www.westlothian.gov.uk.

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

A school bus transports pupils to Windyknowe Primary School from Standhill, Birniehill, Whiteside and Sylvan Way areas. Pupils may travel on the school bus paying for each trip, or a weekly ticket may be purchased from the school office on a Friday morning.

Pupils are supervised until the school bus leaves the school. It is important that parents / carers stress the need to wear seatbelts at all times on the school bus.

Car Park

In line with West Lothian Council's policy parents are not permitted to park in the car park unless their child has a medical exemption and only after agreement is sought from the Head Teacher. Parents are requested to park away from the entrance to school. Parking causes safety issues for the children and is inconvenient to those living nearby. Parents are also asked not to park on the yellow zigzag lines outside the school gate as access is required for emergency vehicles.

Turning Circle

The turning circle can be used to drop children off in the morning and at the end of the day. However, you must stay in your car. Do not park and leave it. Please do not park at the entrance, exit or on the turning circle, it is then impossible for drivers to get in or out. Children who are being picked up from the turning circle will walk with an escort and the bus children to the turning circle area to meet you.

Requested Early Release of Pupils

There are occasions when parents wish their children to be released from school at other than normal closing times, to enable them to keep a dental or medical appointment outside school or for other reasons. In all cases, a request must be made for early release. Parents must then call at the school office and their child will be brought to them. On no account should a child leave school premises alone.

Data Sharing

On occasion, schools will make data available to partners and also academic institutions to carry out research and statistical analysis. In addition, schools will provide our partners with information they need in order to fulfil their official responsibilities. The collection, transfer, processing and sharing of data is done in accordance with the Data Protection Act.

Section 7

Feedback, Concerns and Complaints

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

If you are dissatisfied with that response you should contact:

Education Services
West Lothian Council
West Lothian Civic Centre
Howden South Road
Livingston, EH54 6FF
Tel: 01506 281254

Educationcustomerservices@westlothian.gov.uk

The Complaints Policy and Procedures for Education & Cultural Services is available in booklet form on request or can be downloaded from the web at **www.westlothian.gov.uk**.