



Burnbrae Primary Parent/Carer Handbook 2023/24

Tel - 0131 2714605

Email - burnbrae.ps@midlothian.gov.uk

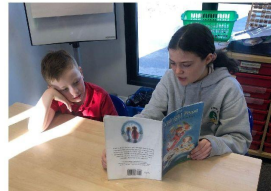




Play, Grow and Learn Together



Respect



Kindness



Curiosity

DISCLAIMER

Whilst information provided in this handbook is considered to be correct at the time of writing (Dec 2022), it is possible that there may be some inaccuracy by the time the document reaches parents.



welcome



Burnbrae Primary is situated in the Burnbrae and Hopefield area of Bonnyrigg. We currently support learners across our 120 child place nursery, our provision for children with complex needs and 19 mainstream classes. Children range from ages 3 – 12. Our children transfer on to Lasswade High School.

Our school vision is that we play together, grow together and learn together. This is the vision we are committed to living out every day. Our staff see themselves as learners and are continuing to develop themselves as professionals to ensure we provide the highest quality learning experiences for our learners every day. Our work is based on the Scottish values of kindness, curiosity and respect.

We work closely with our parents and carers to ensure that we meet the needs of all our learners. Our parent council work in partnership with the school community striving to ensure that each individual learner has positive experiences while learning at Burnbrae.

Linda Clarkson

Linda Clarkson

Head Teacher



School Details



Burnbrae Primary School was opened in October 2012 and is a non-denominational and co-educational school. The school covers Nursery to Primary 7 and also has 7 Support Classes across 2 campuses. The school roll is currently 583, including the nursery and support classes

Burnbrae Primary School
Bonnyrigg
EH19 3GB

Burnbrae ELC and The Wee Brae
Hopefield Joint Campus, Rosewell Road
Bonnyrigg
EH19 3PU

Telephone: 0131 271 4605 (option 3 for Burnbrae Early and The Wee Brae)
Email: burnbrae.ps@midlothian.gov.uk
Web: <http://burnbrae.mgfl.net/>
Head Teacher: Linda Clarkson





We ask for all visitors/parents to report to the main reception when arriving at school. Any visitors, parents or carers are asked to wear a visitor's badge whilst in the school building.

Please feel free to approach your child's class teacher in the first instance if you have any queries. If you require more time then arrange an appointment directly with the class teacher or otherwise contact the school office who can arrange an appointment for you.

Location Information

Burnbrae Primary is located within the new Hopefield Development. Burnbrae Early Years Centre and The Wee Brae is located on Chesters View on a joint campus with St Marys RC Primary School in Bonnyrigg.



Burnbrae ELC (Early Learning and Childcare)

Play thrives in a culture where imagination and creativity are valued, where there is a shared sense of joy in wondering and discovering, where relationships are warm and responsive and where both adults and children are willing to take some risks and be adventurous.

Helen Tovey P32 'The Purple Book'

ELC Handbook -

<http://burnbrae.mgfl.net/elc-at-burnbrae-early/>

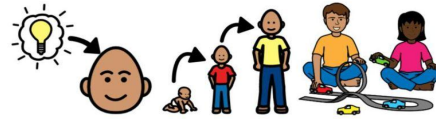


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At Burnbrae
we learn, grow and play



together



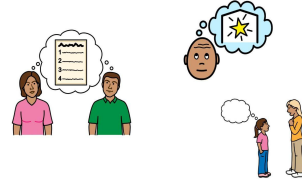
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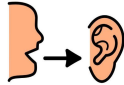
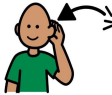
Respect



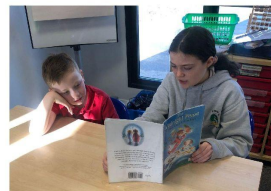
Kindness



Curiosity



Meet the Team



Play, Grow and Learn Together

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Senior Leadership Team

Linda Clarkson

Head Teacher

Kerry Knight

Depute Head Teacher ELC, P1
and The Wee Brae

Amy Richmond

Depute Head Teacher P5 -7

Katherine Jamil

Depute Head Teacher P2 -4





Lynsey Clements

Principal Teacher

Sarah Corrieri

Principal Teacher

Clare Mitchell

Principal Teacher P1

Joanna Hames

Principal Teacher, The Wee Brae



Admin Team



Kerry Burgess

Administration Officer

Lara Kong

Office Support

Sandra Scanlon

Office Support

Lara Carr

Office Support (Burnbrae Early & The Wee Brae)



ELC Team



Heather Stephenson Senior Early Years Practitioner
Kathleen Royan Senior Early Years Practitioner
Pauline O'Hara Senior Early Years Practitioner

Catherine Swanson Early Years Practitioner
Marie Abrahams Early Years Practitioner
Susan McCairney Early Years Practitioner
Terry Gordon Early Years Practitioner
Ashley Milne Early Years Practitioner
Megan Dickson Early Years Practitioner
Katie Igoe Early Years Practitioner
Loretta Lynch Early Years Practitioner

Cindy Lyon Early Years Practitioner
Emma Agnew Early Years Practitioner
Lauren Stewart Early Years Practitioner
Kim Evinou Early Years Practitioner
Weronika Lambert Early Years Practitioner
Melissa Tucker Early Years Practitioner

Vicky Stewart Learning Assistant
Katie Bell Learning Assistant

Early Years Practitioner
Early Years Practitioner
Early Years Practitioner
Early Years Practitioner
Early Years Practitioner
Early Years Practitioner

Learning Assistant
Learning Assistant





The Wee Brae Team

Ines Lopes

Laura Dyett

Amy Jones

Gemma Mackellar

Pete Carthy

Acorns

Brambles

Clovers

Conkers

NCCT Forest School Teacher





Class Teachers

Primary One

Claire Mitchell PT, P1A Mon, Tues and Fri

Shona Bryce P1A Wed and Thu

Marie Hamlyn P1B

Jennifer McLaren P1C



Class Teachers

Blue Atrium

Emma Harris P2A

Emma Johnson P2B

Joanne Watson/Jill Roberts P3A

Louise Maclean / Laura Grieve P3B

Laura Melrose P3/4

Susan Marrins/ Kathryn Murray P4A

Fiona Hill/ Moira Nelson P4B



Class Teachers

Red Atrium

Patricia McKay P5A

Deborah McComb P5B

Shellie Smith P5C

Joely Muir P6A

Thomas Gisborne/Gemma Ramsay P6B

Laura Dodds P6C

Jon Purdie P7A

Gavin Smith P7B

Mairi Lawrie P7C



Specialist Teachers

Susan Marrins	RWI/ P.E. p1-4
Cynthia Kirkland	NCCT Teacher one day
Gemma Ramsay	NQT Wed/Thu alt Fri
Ailsa Duncan	Forest Schools teacher (Thursday)
Rebecca Lindsay	Support For Learning
Shazia Hussnain	Nurture Teacher



Support Staff

Support Staff

- Gillian Hazelwood
- Elena Sinclair
- Anne Stanley
- Dorothy Mellor
- Donna Long
- Gillian Hazelwood
- Cody Hannah
- Lee Coughlin
- Claire Bowen
- Kerry Skilbeck
- Leah Jones
- Amy Horn

The Wee Brae

- Laura Kelly
- Nicola Kielty
- Cara Steele
- Jennifer Stormont
- Caroline Roy
- Tracy Porter
- Carrie McNeil
- Sari Campbell
- Lynne Simpson





Expectations For All

- Ready, respectful and safe at all times
- Inclusive and nurturing encompasses our ethos
- Promote growth mindset
- Teamwork and collaboration
- Awareness of the learning environment taking into account different learning styles
- Use of the well-being wheel to facilitate pupil voice
- Targets within Literacy, Numeracy and Health and Well-Being for all
- Know that you will be listened to and valued by the adults in our school
- Take pride in each learning experience, engaging and applying yourself
- Accept responsibility for your own actions
- Follow the ready to learn framework

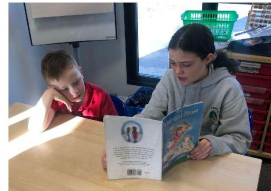




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Start and End of Day Times

Class	Mon-Thurs Drop off	Mon – Thurs Pick up	Fri
Primary 1	08.50	15.15	08.50 – 12.25
Primary 2 and 3	08.50	15.15	08.50 – 12.25
Primary 4-7	08.50	15.15	08.50 – 12.25

- **Interval – 10.15 – 10.30 and 10.30 – 10.45**
- **Lunch – 12.00 – 12.45 and 12.45 – 1.30**



Class	Mon-Thurs	Fri
Complex Needs (Wee Brae)	09.00 – 15.00	09.00 – 12.00

ELC Times

Monday to Thursday 8:30am - 3:05pm

(Gates open 8:30-8:50am &
2:45-3:05pm)

Friday 8:30am - 12:10pm

(Gates open 8:30am-8:50am & 11:50am -
12:10pm)

As you can imagine, this is a very busy time of day so to ease congestion the doors are open for a 20-minute period after the specified drop off time and a 20-minute period prior to the specified pick up time. If for any reason you are unable to adhere to these times, please speak to a member of the ELC team.



Playground Supervision

During break times children are supervised in the playground by the Playground Supervisor and Learning Assistants. Children are encouraged to play games and any accidents which may occur are dealt with by the assistants immediately.

Lateness

After 09.00, pupils arriving late into school should enter by the front door entrance only and inform the office staff they are in.

Lateness does affect a child's wellbeing and progress. The head teacher monitors both attendance and lateness. Should lateness be a barrier to a child's learning families and school will meet to look at how the lateness can be supported and improved. Midlothian Council's Children & Families Managers work with us to support children and families.





Procedure In The Case Of Pupil Absence Or Sickness

If you feel your child is too unwell to attend school please let the office know by telephone from 8.15 am, leaving a message if necessary. The school routinely contacts families of children who do not arrive at school for registration (09.05).

If your child is taken ill or has an accident and needs to leave before the end of the day the parent/carer or emergency contact is informed immediately. **It is essential that your child's emergency contact details are kept up to date and parents/carers must ensure that the office have been notified of any changes as soon as they occur.**

If your child requires medication during school hours a form is available from the school office which must be completed. No medication can be given to a child unless prescribed by a doctor/hospital and written instructions and permission has been obtained from parents. We cannot administer medication bought over the counter.

If your child has an infectious or contagious condition which may lead to others being affected, the school should be notified as soon as possible. Please keep your children off school if this occurs. In the case of vomiting or diarrhoea, parents/carers are advised to keep their child off school for 48 hours from last bout.

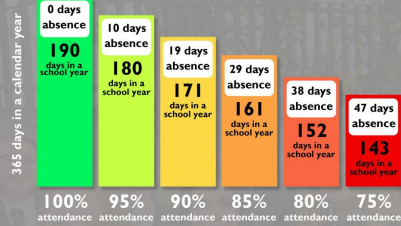
Any child who has an accident in school (e.g. in the playground) but does not require to go home will be treated sensitively and reassured to the best of our ability. Should any further medical care be required after an accident has occurred then the parent/carer will be contacted immediately.



Attend Today. Achieve Tomorrow.

Good attendance in Burnbrae Primary School means...

...being in school everyday, ready to learn.



DID YOU KNOW?

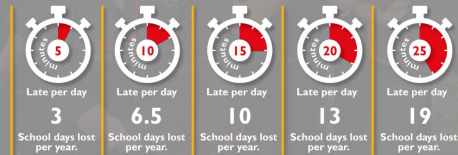
A two week holiday in term time means that the highest attendance you can achieve is 94.7%.

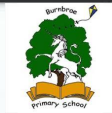
DID YOU KNOW?

If you are 15 minutes late for each day you will have missed 2 full weeks of school in one year.

Good time keeping in Burnbrae Primary School means...

...being in school, on time, everyday, ready to learn.





School Term Dates

Link to Midlothian Website - [2023/24 | School term dates and holidays | Midlothian Council](#)

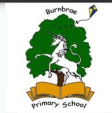
Midlothian Childcare Information

All Primary Schools in Midlothian are linked to an Out of School Childcare Service (also called After School Clubs) that operates in Midlothian. For further information on Childcare (including After School Clubs, Childminders, Wrap Around Care, Day Nurseries and Playgroups) and pre-school education in your area contact the **Midlothian Childcare Information Service on 0131 271 3754, email childcare@midlothian.gov.uk** or visit www.scottishchildcare.gov.uk

Before And After School Provision

As of August 2016 Burnbrae has its own both Breakfast and After School clubs on the premises. The contact details for this provision are: [Bonnyrigg After School Club & Satellites](#) **Tel: 0131 663 7181** or **bonnyriggafterschoolclub@gmail.com**





Transport

The Authority currently pays the travelling expenses of those pupils attending the district school who live more than two miles from that school.

Bus passes are issued where public transport exists and contract transport is arranged where there is no suitable public transport. Where there are vacant seats on contract buses, these may be made available to pupils who are attending the district school and who are not normally entitled to free transport; however a charge may be made for this service.

Transport costs are also met in the case of any pupil whom the Authority requires to attend a school other than the district school, if the pupil meets the distance qualification. Where appropriate, free travel is provided for pupils receiving special education.

Consideration may also be given to requests for assistance with travel in exceptional circumstances, e.g. where the road between home and school is deemed dangerous by the Authority, and where there is no public transport available.

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



Parentpay

Online payments for schools and early years

We use the ParentPay online payments system at Burnbrae Primary School, You can use ParentPay to pay securely online by debit or credit card. You can pay for a large range of school services and activities including trips, milk and school dinners. You will be given an activation letter when your child is fully enrolled into the school

School Lunches

School meals currently cost £2.10 and are available to buy on parent pay on a daily or weekly basis. The dinner hall is now cashless and children cannot use money at lunch time. Children in Primary 1 – 5 currently receive free school dinners. A menu is issued to parents regularly.

Milk

Milk is available free of charge to nursery pupils and those in receipt of Free School Meals. Milk will be made available for all other pupils to purchase via ParentPay each term.





Free School Meals

Under the Education Committee's policy, children in attendance at schools under the management of the Authority are entitled to free school meals and milk if their parents are in receipt of Income Support or Income-based Jobseekers Allowance and 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. Children attending certain special schools where eating skills and the midday meal are part of the educational programme also receive free meals.

Further information and an application form can be obtained on Midlothian Council's website and from the Free Meals and Free Clothing Section, Education and Children's Services Division, Fairfield House, 8 Lothian Road, Dalkeith EH22 3ZG.





Water

Children are encouraged to bring in a plastic water bottle and are able to re-fill it at the water fountains.

No cans/glass bottles are to be brought to school at any time for safety reasons and we advise against fizzy drinks.

Fruit Provision

Pupils in P1 and P2 will receive a piece of fruit on 1 morning a week. This is usually eaten after break time and is a great opportunity for the children to try a variety of different fruits.

Pupil Birthdays

The School prefers that families do not send in cake or treats to mark their child's birthday as there are many allergies in the school.
Thank you





Gifts And Hospitality

As of August 2019, Midlothian Council's Gifts & Hospitality Policy has been updated. We would like parents and carers to know that, as employees of the Council, teachers must complete an application form for gifts in excess of £25.

All school staff appreciate the kind words and messages received from parents at the end of each school year. We are aware that we are looking to reduce the Cost of the School day, and wish to reiterate that there is no expectation for parents to purchase gifts for staff.

Parents who want to donate to the school can mark donations to go towards costs for all children to participate in school visits.



School Dress Code

Burnbrae promotes the wearing of school sweatshirts and fleeces/jackets. These are available to order at any time during the school year online from **[border-embroideries@co.uk](mailto:burnbrae-embroideries@co.uk)** or at their Edinburgh Store.

Below is a list of clothing we promote:

Item

Sweatshirt/Cardigan

Shirt Polo Shirt

Skirt, Trousers, Pinafore

School Dresses

Joggers (No Logos)

Leggings

Tie

Shoes/Trainers - No designer shoes

Colour

Royal Blue (P1-P6)

White or Red

Navy, Black or Grey

Red or Blue Gingham

Plain Black (P1-P7)

Black

Blue, Black and White

Black

Colour P7

P7 Hoodies - Various Colours

White or Red

Navy, Black or Grey

Grey (P7)

Black

Blue, Black and White

Black





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.

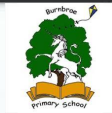
School Uniform Bank

The Parent Council have set up and continue to run a uniform bank in the school where you can exchange items of uniform as your child grows. We always have a stock of school sweatshirts, hoodies, polo shirts, trousers and skirts in various sizes.

Gym Kit

A plain T-shirt, shorts or joggers and gym shoes are worn for gym sessions. This kit is required in school at all times. Children remove all jewellery, including earrings and watches for P.E and hair is tied back for safety reasons. As PE is often undertaken outdoors, a sweatshirt is recommended. Due to Covid-19 restrictions children are only changing shoes for indoor PE





Health Promoting School

The school promotes healthy living by fostering emotional wellbeing, promoting a healthy diet and encouraging the uptake of exercise. Each session the school organises a dedicated Health Week when all classes focus on an aspect of health and a variety of activities are organised. The school also takes part in National Walk to School Weeks and National Bike to School weeks, when we encourage pupils to walk or cycle to school. There are many fitness related clubs that take place during or after school hours run by Active Schools Team.

We also have many pupil led clubs which promote different aspects of school life. These include:-

- Eco Schools
- Junior Road Safety Officers (JRSOs)
- Pupil council – *consideration is being given as to how to develop our children's voices linked to learning and achievement this session*
- Digital Leaders





Junior Road Safety Officers (Jrso's)

At the beginning of P6, Two pupils are chosen to become JRSOs. The JRSOs then involve pupils in road safety by organising competitions, keeping a notice board and speaking at assemblies.

Mobile Phones

Many pupils now have their own mobile phones with camera and video facilities. If parents/carers wish their child to carry a mobile phone to school, please ensure your child knows that they need to hand the mobile phone to the class teacher at the beginning of the day and collected at the end of the day.

Taking photographs or videos of pupils with a mobile is not permitted in the school grounds.

Smart Watches - must be set to 'school mode' during the school day.

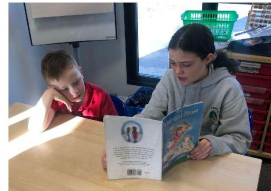




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Enrolment

Formation of Classes

The maximum number of pupils in a P1 class is 25. Where there are more than this number but not enough pupils to form two classes, a composite class must be formed. Such a class is one containing more than one stage e.g. P1 and P2 pupils and the criterion for forming such a class is AGE so that the oldest P1 pupils would form a class with the youngest P2 pupils.

New P1 Pupils

Enrolment for district children takes place in late November before the child is due to start school. Dates will be arranged in the final term for the parents and child to meet the Primary 1 teacher and learn about arrangements for starting school. It should be noted that a child in the Nursery Class at Burnbrae does not automatically have a place in P1. Parents wishing to enrol older pupils should contact the school through the office.



Nursery Transition to Primary 1

Many parents/carers worry about the move from nursery education to Primary 1 and the early year's staff work closely together to ensure that this transition is as smooth as possible. Throughout their time in the nursery children join the school for regular assemblies and other whole school events. Our senior management team are regularly in nursery and know our nursery children well.

Children transferring from local nurseries and from nurseries out with the local area also have opportunities to visit the school and meet their teacher. Class Teachers will make visits to each nursery to liaise with nursery staff and talk to the children.

We have a dedicated ELC - P1 page on our school website - <http://burnbrae.mgfl.net/elc-p1-transition/>



P7 Transition to High School

The High School to which pupils normally transfer to is:

Lasswade
Eskdale
Bonnyrigg
EH19
Tel: 0131 271 4530

High



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ve
LA

Pupils transfer to High School at the end of P7. Parents/carers are notified by Midlothian Council during December of the P7 year and given the opportunity to exercise their choice of high school. To ease transfer, P6 and P7 have pupils have opportunities to mix with other local schools at various activities organised by LHS High School (currently virtual meetings), staff visit P7 pupils and teachers prior to transfer.

Pupils requiring extra support may be able to take part in an enhanced transition to ensure they feel comfortable with the move. Each child's needs are assessed on an individual basis and parents can request this for their child. Meetings take place between P7 teachers and high school staff to ensure that the move is as smooth as possible. Children are supported emotionally through their class work and with time devoted to discussion of the change and how it will affect them

Parents/carers will be invited to attend open evenings at the high school to receive more information and ask questions.

<http://burnbrae.mgfl.net/p7-s1-transition/>





Curriculum

Curriculum for Excellence

Education and schools have to adapt to keep up with changes taking place in the world around us. Some of these changes include:

- Different work opportunities and patterns
- Environmental concerns
- Health issues
- New ways of using technology, internet and other means of communication
- More emphasis on the importance of literacy and numeracy
- More contact with other cultures, languages and greater opportunities to travel

The Scottish Education system is based on Curriculum for Excellence to ensure young people have the necessary knowledge and skills for lifelong learning and to prepare them:

- To work in jobs that don't yet exist
- To use technologies not yet invented
- To solve problems that we don't know are problems yet





What is Curriculum for Excellence?

The curriculum describes what children and young people from 3 – 18 do in school. The curriculum is divided into the following 8 subjects:

Health and Wellbeing

Languages

Mathematics

Sciences

Social Studies

Expressive Arts

Technologies

RME





What are the aims of Curriculum for Excellence?

- To develop new ways of looking at learning and teaching to ensure young people feel challenged while having fun and enjoying learning
- To raise attainment and achievement, recognising children's achievements both in and out of school
- To provide challenges and choices for all, including children with additional support needs and children with special talents
- To ensure smooth transitions from Nursery to P1, P7 to Secondary and on to Further Education and the world of work

Literacy, Numeracy and Health and Wellbeing are at the heart of the curriculum and all staff are responsible for delivering these core subjects which permeate all other curricular areas. Staff will work together to plan a child's learning journey' from 3 to 18. They will ensure young people can learn in a way that works best for them, at a pace they can cope with and with enough challenge to stretch them. Children will work in groups, independently and may also work with children from different age groups within the school. Some skills will be taught together through cross curricular activities. This interdisciplinary learning approach enables links to be made between the skills in key subject areas.



Links to find out more:-

- www.educationscotland.gov.uk
- www.curriculumforexcellencescotland.gov.uk
- www.parentzonescotland.gov.uk
- <https://www.npfs.org.uk/downloads/cfe-in-a-nutshell/>



**Curriculum
for Excellence**
in a Nutshell



This Nutshell:

- Gives the basics of the Curriculum for Excellence (CfE)
- Explains how parents contribute to it
- Suggests where you can find more information about CfE and about supporting your child





We encourage parents/carers wishing to know more about the curriculum and how it is taught to consult these websites as they contain the most up to date information.

During the transition from P7 to secondary school, pupils and parents/carers will be kept informed at every stage of the process. Pupils requiring additional support may be eligible to take part in an enhanced transition.

Prior to commencing relationships/sexual health education and drugs/substance awareness education, parents/carers will be invited to an open evening to discuss what will be taught and given an opportunity to ask questions.

Parents/carers with specific religious beliefs may request that their child does not attend certain events and these arrangements can be made directly with the class teacher or through the office.



Assessment And Reporting



Each child is assessed to determine the stage they have achieved in their learning to plan effective next steps. Teachers assess progress using various methods which include observation, discussion, specific tasks and formal tests. Staff and children set specific targets together to identify their next steps in learning and what they need to do to improve their performance. Pupils are encouraged to self-assess their work and sometimes assess other pupils' work using set criteria (peer assessment). Assessments of this type are for a formative purpose, i.e. they inform future steps. Summative assessments (such as standardised tests) are also carried out for pupils in reading, spelling and numeracy twice a year to monitor progress and address any difficulties. Issues that arise are shared with parents and the child in a sensitive way. Since children learn at different rates, a child's progress will vary and may be uneven. The Support for Learning teacher and promoted staff help pupils who require extra assistance to maintain their progress.

Twice a year, all parents are invited to meet their child's teacher at formal Parents'/Carers' Consultations; however parents/carers are welcome to telephone the school and arrange a meeting with the class teacher and/or a member of the Senior Leadership team at any time during the session should there be a concern.

Pupil Reports are issued once a year in June and a copy of each report is held in the child's Progress Record and sent on at a time of transfer to another primary school or to High School. Nursery profiles are sent on to the child's P1 teacher.

Primary 7 pupils will create and maintain secure profiles to document and evidence their learning and achievements. These will be maintained throughout their secondary school career.



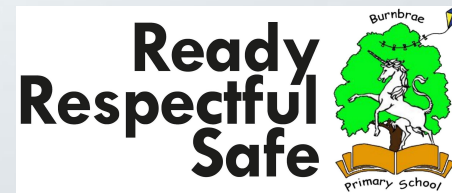
Burnbrae Primary Positive Relationships for Learning

Behaviors' and attitudes to learning are managed through our positive relationships for learning policy. The flowchart and associated cards are displayed in every room. Children can be referred for thinking time or to management – it may mean that a senior manager is required to phone the parent /carer.

The UN Convention of on the Rights of the Child states that '*Discipline in schools should respect human dignity*' (Article 28). We always consider the benefit of talking quietly to the child on a one-to-one basis and always avoid confrontational situations. This should be used in conjunction with adults' professional judgement.

Each class co-constructs Class Charter based on the UN Convention of on the Rights of the Child and agrees to class expectations.

*If it can be anticipated that a situation is going to escalate, the class teacher or LA should contact a member of SLT to support.





Behaviour

Children are encouraged to behave in a way which ensures every learner is Ready to learn, Respectful and Safe. Every class has a charter setting out the standards agreed and also a Board of Recognition to encourage children to aspire to be their best.

Personal Safety

There is a Personal Safety Programme in operation throughout the school. Lothian and Borders Police visit school on a regular basis to give talks on both personal and road safety. Personal Safety Programmes called “Keeping Myself Safe” are used with P6 and 7 pupils. In P6, a sex education programme is introduced and parents are informed about the resources used. In P7, a resource called Respect is used to make pupils more tolerant of others’ differences. The Midlothian IT Education Officer visits regularly to make senior pupils and parents aware of how to be safe on the internet.

Bullying

Children are made aware of how they should tackle any bullying incidents and playground supervisors are on hand to deal with any problems arising in the playground. Class teachers promote positive behaviour through discussion of problems in circle time and role play of different scenarios that children may face. Children are encouraged to tell adults and are supported in being resilient until problems are resolved. Parents/carers are encouraged to report any incidents to promoted members of staff who will deal with them promptly and with discretion. There are regular Anti Bullying focus weeks.



Home Learning

Home Learning is given out regularly and may be set for a variety of purposes such as:-

- Development of Study Skills
- Extending knowledge
- Responding to interests of children
- Reinforcement of concepts taught
- Preparation for classwork

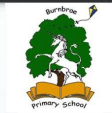
We emphasise the importance and value of reading for enjoyment. Reading for enjoyment, to and with your child regularly is extremely valuable.

The content of home learning will vary considerably but will satisfy the following criteria:-

- a) Be appropriate to each child's age and ability
- b) Be relevant to current school work
- c) be achievable at home within a reasonable time period (without excessive help)
- d) May cover a variety of curriculum areas.

Your support is vital in ensuring that home learning is completed. We would greatly appreciate if you could check that home learning is done regularly and to an acceptable standard. If you have questions or concerns about your child's home learning please share these with the class teacher in the first instance either by note, phoning or dropping in to the school.





School Improvement Plan

A copy of the school Improvement plan can be found on the School Web Site - <https://burnbrae.mgfl.net/standard-quality-and-improvement-plan/>

Family Involvement

There are many opportunities for families to become involved in school life and the education of their children. We value greatly the contribution that can be made by parents/carers both at home and in school and we try to encourage family involvement as much as possible. We have helpers in classes and accompanying pupils on outings. There are many opportunities to assist at events (school fairs, discos etc.) and if you are interested in doing so please contact the school office. You may on occasion be invited to attend your child's assembly or special performance and your attendance is appreciated by both staff and children alike.





Parental Concerns

The school ensures that it provides a curriculum that is appropriate for its pupils in a welcoming setting. However, something may occur in school or your child may report something which concerns you. We will always listen to your concerns and try to find a solution. We hope to encourage an atmosphere where parents/carers feel they can approach staff directly to discuss any worries. Please remember to raise any worries you have sooner rather than later with your child's teacher so that they may be resolved quickly. Should you have further concerns regarding your child please contact the school office staff to make an appointment with the Deputy Head Teacher or Head Teacher.



Complaints Procedure



If you are concerned about...

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

Mrs Clarkson 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.

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.

If you are dissatisfied with the school's response...

...please notify that you wish to pursue the matter further.

She will either review the proposed action or notify you of the appropriate officer of the Education Authority whom you should contact (see "Useful Addresses").

Contact the named manager by telephone or by letter at Education and Children's Services Division headquarters.

The Parental Liaison 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 concerns 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.

In all cases, final appeal can be sought through the Chief Executive's office.



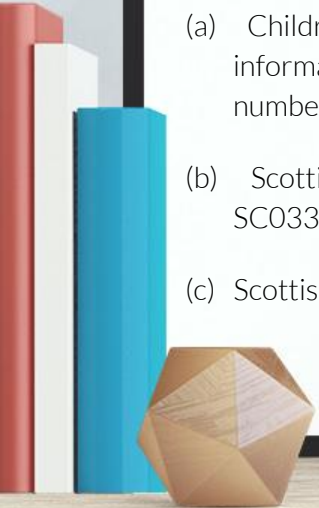


Support For Pupils

National Guidelines

The following organisations are specified by Scottish Ministers and provide advice, further information and support to parents of children and young people with additional support needs (ASN). These organisations are identified under The Additional Support for Learning (Sources of Information) (Scotland) Amendment Order 2011 as:

- (a) Children in Scotland: Working for Children and Their Families, trading as “Enquire – the Scottish advice and information service for additional support for learning”, a charitable body registered in Scotland under registration number SC003527;
- (b) Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576; and
- (c) Scottish Child Law Centre, a charitable body registered in Scotland under registration number SCO12741.”



Midlothian Council



The authority keeps the additional support needs of each such child and young person under consideration through the Midlothian Assessment and Planning Staged System (MAPSS) process. The additional support needs of these identified children and young people are recorded on SEEMiS, the authority's secure management of information system. Midlothian council has a policy of "Education for All" which promotes the provision for all children in mainstream schools and further information is set out in 'Education for All: a guide for parents, carers and young people' available from school. This policy is in line with the Education (Additional Support for Learning) (Scotland) Act 2009, a copy of which is available from the school office.

Midlothian Council promotes the placement into primary and secondary schools of pupils with significant special needs. Additional support may be given to schools to enable such placements. Pupils' additional support needs will be identified and addressed using Midlothian's Assessment and Planning Staged System (MAPSS). Pupils with additional support needs can be referred for support from services external to the school, including through a multi-agency forum; parents, and children over the age of 12, are always consulted before any referral.

Parents are entitled to request additional assessment by contacting the school in the first instance. That request can also be made in writing to the ASN Officer (asnofficer@midlothian.gov.uk), Education and Children's Services Division, Fairfield House, 8 Lothian Road, Dalkeith EH22 3ZG.





Burnbrae Primary School

At Burnbrae, our aim is to ensure that all children receive an education suited to their needs. Support for Learning will be co-ordinated for children who require it. This can be offered within the classroom with differentiated tasks or in a small group with a specific member of staff, for example a learning assistant. All staff work together to meet the needs of individuals and provide integrated support to enable children to achieve their potential. If practical advice has been given by a therapist for specific skills development, staff will work as a team to deliver this. We also have an Enhanced Support Class to support children who are transitioning into the mainstream class and a Nurture Teacher who has introduced nurture groups this session focusing on developing the skills needed to learn successfully.

All schools in Midlothian work towards Getting it Right for Every Child (GIRFEC) and more information about this can be found on the Education Scotland website (www.educationscotland.gov.uk).





Children are supported on a long-term or short-term basis and parents/carers may be advised of this before it begins. Children with additional support needs which require out of school assistance may be referred to other agencies after gaining the approval of the parents. This allows other professionals e.g. education psychologist to work with the child. An Individual Education Plan (IEP) may be drawn up to help support a pupil by identifying specific short term targets. In a few cases, a Co-ordinated Support Plan (CSP) may be required where many different agencies (e.g. social work, health care, etc.) are involved in working to support an individual. This is in line with Education (Additional Support for Learning) (Scotland) Act 2009. We aim to work in partnership with children, young people and adults.





Parents/carers who require further advice can contact the Service Manager, Disabilities and Specialist Teaching who is based at Fairfield House. The following organisations for support are also available to parents/carers.

- a) Children in Scotland: Working for Children and Their Families, trading as “Enquire – the Scottish advice and information service for additional support for learning”, a charitable body registered in Scotland under registration number SC003527;
- (b) Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576; and
- (c) Scottish Child Law Centre, a charitable body registered in Scotland under registration number SCO12741.”

The specialist provisions within the school provide support for children who have Social / Complex needs.

The provisions are an integral part of the school and offers small group teaching opportunities for children with social / complex needs. Children from the provisions have opportunities to work alongside mainstream classes where this is appropriate.

Inclusion can take different forms and will depend on when and if the pupil shows they are ready to benefit from experiences in a wider setting. It works best if it is meaningful to the pupil and may happen in a range of different settings.



Parent Council



Burnbrae has a parent group called the Burnbrae Primary School Parent Council. The membership of which comprises parents and other interested parties within the community. The group meet twice a term with the main aim of fund raising for the school.

burnbraeparentcouncil@gmail.com

As we go to print the current office bearers are:

Jennifer Gad	Chairperson
Martin and Kathleen	Vice Chairpersons
Gillian Hazelwood	Treasurer
Elisabeth Spence	Clerk

Welcome to Burnbrae Parent Council

Support our school through
attending events, volunteering,
fundraising and more!



www.burnbraeparentcouncil.com



The Scottish Parent Teacher Council is the national organisation for PTAs and PAs in Scotland and runs an independent helpline service for all parents. You can contact them by phone/fax on 0131 226 4378, by email on sptc@sol.co.uk or write to SPTC, 53 George Street, Edinburgh EH2 2HT.

Families are kept informed of their child's progress in formal ways such as parent/carer evenings and reports. Soft start, where the teachers welcome Parents/Carers into their classroom, takes place on the last Friday of the month from 0850-0930. This is an opportunity to spend time with your child and find out how and what they learn.

Termly class highlights are sent home to communicate with families key areas of learning for the coming term. Families are encouraged to support home learning outside of school to reinforce learning. Further information will be given on the subjects to be studied and extra support or consolidation that may be required as requested by families.

We encourage families to contact the school without hesitation if there are any factors impacting on your child's learning. Staff are happy to meet or return calls and discuss the best way forward for individual pupils.





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.

Fire

Fire arrangement notices showing the procedure for fire evacuation are prominently displayed throughout the building. All members of staff are familiar with these arrangements. Fire drills are carried out once per term so that, should the need arise, the school could be evacuated quickly and in a calm manner.





The School Health Service

Throughout their time at school a team of specialist Health Service and Education staff will be seeing children as part of a 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 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 discover which children may need 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 to test vision or alternatively you can take your child to a local optician (optometrist).





The School Nurse is the lead health 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 community paediatricians. The school nurse reviews the notes of all children in Primary 1 as well as those of all new entrants. 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 may review children who are referred either by parents, teachers or other health professionals at any stage in their school life.

The school nurse acts as an important link between home and school. She visits the school regularly and liaises with the teaching staff. Where 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 referrals to child and family mental health services also needs 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. 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.





Every opportunity is taken to provide pupils with access to confidential support and advice from the school health team throughout their school career.

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

With your consent, the school nursing staff also carry out immunisations to protect against various diseases:

Age 14 – 15: Booster immunisation against tetanus and polio.

- *Hearing - 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.*





Appointments are normally arranged at the local Speech and Language Therapy clinic with follow-up at school if required. Speech and Language Therapists work closely with school staff and support is often provided as part of a Learning Support programme.

- *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.*



Child Protection

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

In circumstances where a school has a significant concerns 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.

Information on the designated members of staff for Child Protection is displayed at the main reception and at various places around the school building.

Safeguarding Polices are available on the school website.

Should you wish to discuss this or any associated matter further, please contact the Head Teacher, the school's designated Child Protection Co-ordinator or in the Head Teachers absence the Deputes .





Employment Of Children

Children under the statutory school leaving age can only be employed within the terms of the Council's bye-laws on the part-time Employment of Children. These bye-laws do not permit the employment of children under 14 years of age, except in specific categories; for those over that age there are limits on the hours and type of employment which are allowed. Parents and employers must both complete an application form for an employment permit before the employment begins.

Further details can be obtained from the Education and Children's Services Division, Fairfield House, 8 Lothian Road, Dalkeith EH22 3ZG.



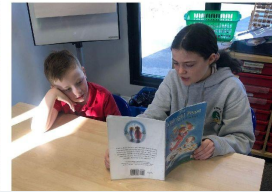
Communication



Play, Grow and Learn Together



Respect



Kindness



Curiosity



Burnbrae Primary School, Bo... ☰



Messages

Wed 30th Aug 2023

Debutots Drama Club
Dear Parent/Carer,...

Tue 29th Aug 2023

Missing Pink Scooter
Dear Parent/Carer...

Active Schools Course
Opportun...
Course Name:...

NHS Lothian
Dear Parent/Carer,...

School Emails
Dear Parent/Carer...

School Email Account
Dear Parent/Carer...

Mon 28th Aug 2023

New Seesaw Codes
Parents/Carers of P2 & P3...

Home Dates Messages News Information

RT @Active_Mid: SUMMER
SESSIO...
RT @Active_Mid: SUMMER SESSIONS

Forthcoming Events:

- + The school App is our main platform for sharing school newsletters and information - <https://appadvice.com/app/burnbrae-primary-school/1245620110>
- + Information will always be posted to the school app in the first instance. Please contact the school office if you require support to download the app
- + Direct messages to staff should only be made through email to Burnbrae.PS@midlothian.gov.uk
- + All communication for appointments should be made through the school office
- + Good news and general achievements will also be shared on Twitter -@BurnbraePS and for the ELC @BurnbraeEarly



Remote Learning Platforms



- ELC
- P1 - 3
- The Wee Brae



- P4 - 7
- Wee Brae children will have access to Google Classroom in the later stages to support transition to high school.

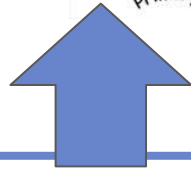




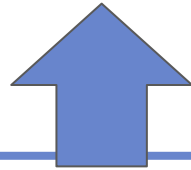
- + Staff can post announcements and reminders to families between the hours of 8:00am and 5:00pm on Google P4 - P7 and Seesaw (ELC, P1 - P3 and provisions)
- + Direct messages to staff should only be made through email to Burnbrae.PS@midlothian.gov.uk unless otherwise agreed due to individual circumstances
- + All communication for appointments should be made through the school office
- + Good news and general achievements will also be shared on Twitter - @BurnbraePS and for the ELC @BurnbraeEarly



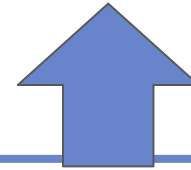
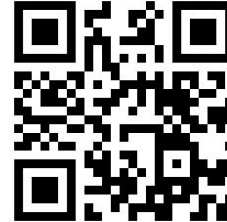
Digital Support for Parents, Carers and Pupils



- Digital Support
- Digital Safety
- Guide to using Google Classroom at home



- Digital Support
- Digital Safety
- Supporting your child with their device



Explore guides, advice and information around all the online platforms and trends at the heart of digital family life

- [Parent/Carer Information 23/24](#) - letter giving information about the Equipped for Learning program



Parking at Burnbrae Early

All official school transport (taxi's and mini-buses) drop pupils off in our delivery drop-off zone at the main Burnbrae Early door. As school transport use the delivery area, it is imperative that parents do not use this area for drop-off/parking. Please park out with the school grounds if it is absolutely necessary to travel by car. We are part of the School Streets scheme and signage is on display in Chester's Court.

Remember parking is readily available at the pavilion car park (by the rugby club) with a School Crossing Guide sited on Rosewell Road to get them across to the school side if you/your child are able enough to walk from there.





Parent Club offers up-to-date guidance from the Scottish Government on your child's health and education. It's full of hints and tips from other parents and carers who've been there before. It also has advice to help you look after your own wellbeing and to point you in the direction of the support available. Parent Club have hundreds of articles across dozens of topics, from help getting their vaccinations to help getting them to eat their tea. Most articles are sorted by age, so no matter how old your children are, you'll easily find the information relevant to them. There are also plenty of articles for soon-to-be mums and dads to help you prepare for the adventures ahead. Plus all the information on the Baby Box. All families are different and have their own challenges, but every parent wants their kids to grow up healthy and happy. Parent Club are here to help you every step of the way.

<https://www.parentclub.scot/>

Parent Club



How you can help

Please:

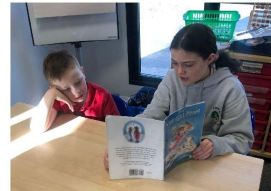
- o Contact the office via email if you need to make an appointment
- o Ensure all clothing is clearly labelled
- o Download and regularly check the school app
- o Regularly check Seesaw or Google Classroom with your child



Play, Grow and Learn Together



Respect



Kindness



Curiosity

