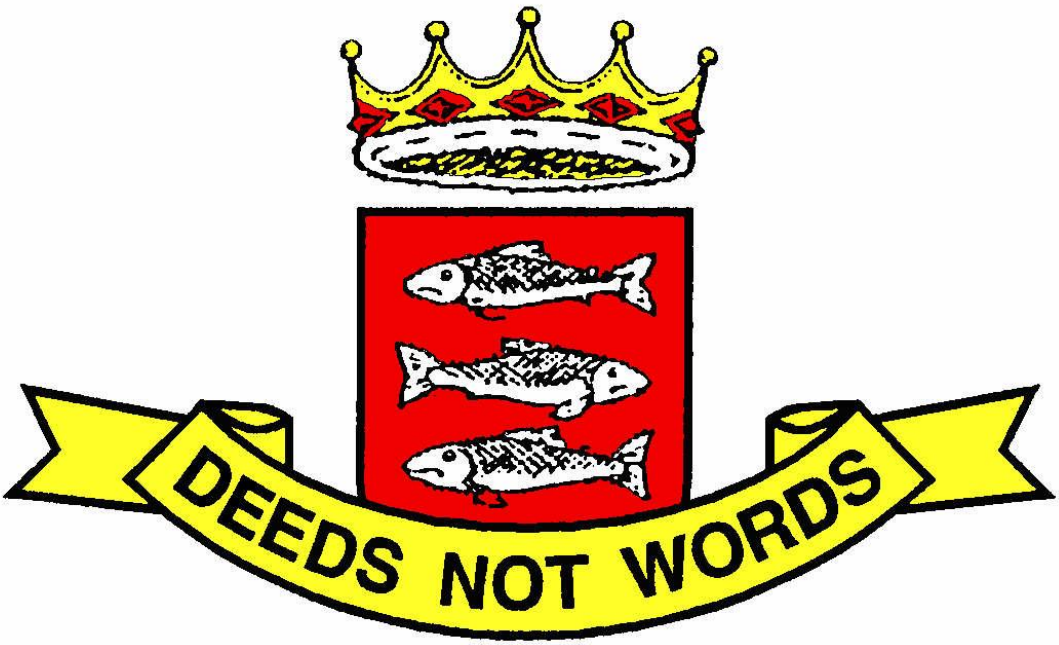
KINGSLAND PRIMARY SCHOOL



SCHOOL HANDBOOK 2025/2026

This handbook offers an introduction to our school and a general overview of the education your child will be getting at school.

To make our handbook easy to use the information is divided into five different sections.
Section 1 – Practical information about the school
Section 2 – Parental involvement in the school
Section 3 – School curriculum
Section 4 – Support for pupils
Section 5 – School Improvement Plan

Contact details:-

Kingsland Primary School
Neidpath Road
Peebles
EH45 8NN
Tel – 01721 720025

The office is manned between 8.30am – 3.30pm Monday to Thursday and 8.30am – 1.00pm on Friday.

Headteacher - Mrs T Strathearn
Email – tracey.strathearn@scotborders.gov.uk

School Assistant – Ms H O'Hara
Email – kps@scotborders.gov.uk

Head Teacher Welcome

Dear Parent/Carer,

I am delighted to welcome you and your child to Kingsland Primary School and ELC. I hope that your association with the school as a partner in your child(ren)'s learning will be a happy and satisfying one, enabling us to work together to provide the best educational opportunities for your child.

This handbook provides parents and carers with key information about the school. If you have any questions which are not answered in the following pages, or if there is anything else you would like to see included in the handbook, please let me know.

If you have not yet visited our school, I would encourage you to arrange a visit as this is the only way that you will get a true impression of our school and its wonderful facilities.

At Kingsland we consider mutual trust, understanding and partnership between parents/carers, our pupils, and the school team to be important in helping to make a child's experience here both happy and successful. We actively encourage parents'/carers' involvement and support in their child's education.

Our team of teaching and non-teaching staff are committed to providing the best possible educational experience for every child in our school. You can be assured that we will do everything possible to make your child's time here at Kingsland a worthwhile and rewarding experience. Please keep up to date with our latest news, activities and documentation by checking our School Website, Showbie and our Facebook and Twitter page.

We look forward to working with you and your child(ren) and wish you a safe and healthy year.

Mrs Tracey Strathearn
Headteacher
August 2025

Section 1
Practical Information about the School

The School Day for P1–7

Children should not arrive before 8.30am	
Playground supervisor on duty	8.30am
School begins at	8.45am
Interval	10.25 – 10.40am
Lunch	12.20 – 1.15pm
School finishes at (Monday to Thursday)	3.25pm
On Fridays we have an interval 10.25-10.40 and a brunch break 11.50am –12.40pm. School finishes at 12.50pm	

Staff Session 2025/26

Senior Leadership Team	
Mrs Tracey Strathearn	Head Teacher
Mrs Nicki Istephan	Deputy Head Teacher
Mrs Caroline Belleville	Deputy Head Teacher
Teaching Staff	
Mrs Helen Collins	P1A
Mrs Kezia Wilkinson	P1B
Mrs Rachel Lloyd	P2A
Miss Hazel Finlayson	P2B
Miss Ines Berenguer (Mon, Tues, Wed, Fri) Mrs Lois Saddler (Thurs)	P3A
Mrs Emma Stevenson	P3/4
Mrs Elizabeth Scott (Mon & Tues) Mr Dominic Russell (Wed-Fri)	P4
Mrs Lois Saddler (Mon) Mrs Kim Rand (Tues-Fri)	P4/5
Ms Jenny Love (Mon, Tues, Wed, Fri) Mrs Catherine Little (Thurs)	P5
Dr Emma McGilp (Mon, Tues, Fri) Miss Emily Robertson (Wed & Thurs)	P6
Mrs Grainne Smith	P6/7
Mrs Karen Brown	P7
Mrs Rebecca Franklin-Ray	Support for Learning Teacher
Miss Poppy Blacklock	Support for Learning Teacher (PEF)

Curriculum Support Teacher	
Miss Kazya Stevens	PE CST
ELC Team	
Mrs Nicki Istephan	DHT
Mrs Lorna Doran	EYT
Miss Katy Noble	EYO
Miss Susan Thomson	EYP
Miss Meghan Murray	EYP
Mrs Kerina Harland	EYP
Mrs Gillian Ramage (Mon-Wed)	EYP
Mrs Abby Davey (lunch cover Mon-Thurs)	EYP
Mrs Lois Saddler (Fri)	EYP
Miss Aimee Thomson (Thurs)	EYP
Support Staff	
Ms Hilary O'Hara	Office Administrator
Mrs Catriona MacNeil	Office Administrator
Mrs Sandra Ryalls	ANA/Classroom Assistant
Mrs Janette Wilson	ANA
Mrs Lynsey Brockie	ANA
Miss Becky Muir	ANA/Playground Supervisor
Miss Lisa Swan	ANA/ Playground Supervisor
Ms Cleo Binns	ANA
Miss Kirsten Turner	ANA
Mrs Trisha Ward	ANA
Mrs Abby Davey	ANA
Mr Jonathan Smith	ANA
Mrs Helena Rodger	ANA
Mrs Rebecca Lindsay	ANA
Mrs Karen Cornwall	Education Support Worker
Facilities Team	
Mr Hugh Harkness	Janitor
Mrs Maggie Bridges	Cleaner
Miss Emma Cummings	Cleaner
Kitchen Team	
Linda Meikle	Head Cook
Claire Lavery	General Assistant
Megan Clark	General Assistant
Lucy Kennedy	General Assistant

Administration and Enrolment

- Parents wishing to enrol their child/children in Kingsland Primary School should apply online at Apply for a school place | Scottish Borders Council (scotborders.gov.uk).
- Parents in our catchment wishing to enrol in Early Learning and Childcare or Primary One will be prompted to contact the school through the local press, usually in the November for the following August's intake.

Travel to and from School

Initially in Primary 1, parents and carers bring their child into the playground until the class are brought into school by their teacher. As soon as a child is confident they can be dropped at the top or bottom of the hill and walk around to the playground themselves.

Parents bringing or collecting their children from school are asked to encourage their child's independence leaving them at the bottom of the hill, at the school entrance gate. A member of staff will be there each day to welcome children to school. There is a public car park next to the school and parents are requested to drop off children there if necessary.

Children walking to and from school must not use the cemetery as a shortcut unless accompanied by an adult.

In the interests of safety, please do not use the staff car park or entrance areas for car parking as these become congested and unsafe for pedestrians entering and leaving the school.

Cycling

Bike/scooter racks are provided in the school grounds, however, the school is not responsible for theft or damage to bikes/scooters and cycling equipment.

For safety reasons all cyclists must wear a helmet and must walk with their bikes/scooters to and from the car park area and when on the hill.

Meals

Lunch is cooked in the school kitchen and served in the dining hall. We have a three week menu cycle with three choices, one of which is soup, sandwich and pudding. We use an online booking system for school meals, and **all lunches should be booked online by Sunday evening** for the following week. All pupils in Primaries 1 - 5 are entitled to free lunch every day but you must still order online.

Packed Lunches are taken in the dining hall. Parents are asked to consider a healthy lunch – this should not contain fizzy drinks, sweets or lots of chocolate options. In the interest of safety no glass containers are allowed. Please put your child's name on their lunch box. **Nuts should not be brought into school under any circumstances.**

Children can go home for lunch. This should be arranged via the school office. Parents should collect their child from the office door.

If at all possible the children will go outside to play, please ensure they are appropriately dressed. If the weather is unsuitable for outside play, an indoor interval takes place and children remain in their classrooms for wet weather activities under supervision.

School Uniform

The school colours are navy blue and white and there is a school tie. School uniform is expected to be worn as it creates a feeling of belonging. The uniform is a navy skirt / grey trousers or shorts, white shirt and tie or white polo shirt and sweatshirt. A blue gingham dress can also be worn in the warmer months.

School jackets, fleeces, sweatshirts, cardigans (navy) and polo shirts (white), embroidered with the school logo, are available through the school. An order form can be collected during the school year from the office. Uniform can be ordered any time on-line from our supplier Brown & Out at www.brownandout.co.uk and they will be delivered via your child in school.

Children need to have indoor shoes for the classroom, which can be used for P.E. For health and safety reasons, these should not be Crocs.

Jeans and inappropriate fashion dress are not permitted during the school day. Football tops are not allowed to be worn in school, except when communicated.

Please ensure that all items of clothing and footwear are clearly named for easy identification. Lost property will be stored in the Janitors office and Sharing Shed, along with used school uniform.

Other School Requirements

Pencils, rubber and a ruler are provided by school however, children are welcome to bring in their own stationery in a named pencil case. Handwriting pens are provided by the school, as are books and jotters. If your child loses or damages a school jotter or book then we will ask for a contribution towards the cost of a replacement.

Parents Portal

Please ensure that you sign up for Parents Portal. If you are having any issues with this, please contact our school office.

This offers:

- **Centralised Communication**: Parents Portal will serve as a single hub for all communication between parents/carers and schools. It will replace the many ways that are currently used, such as schoolbag mail, paper mail, and eventually telephone, email, and text messages. This will streamline the process and ensure that you receive all information in one place.

- **Access to Online Services**: Parents Portal will offer a growing suite of online services, including the ability to view and update your child's information through the annual data check, give permission for various trips and activities, and receive notifications about school events and activities. It will also allow you to link to ParentPay and other useful services and websites.

- **Enhanced Engagement**: By providing a centralised platform for communication, the Parents Portal will make it easier for you to stay informed and engaged with your child's education. You will be able to participate more actively in school activities and stay up to date with your child's progress.

- **Paperless Communication**: Parents Portal will reduce paper-based communication, making it an environmentally friendly option. You will be able to access all information electronically, which can be easily stored, retrieved and revised as needed.

- **Flexibility and Convenience**: The portal is designed to be flexible and user-friendly, allowing you to access it from any device, at any time. This means you can stay connected with your child's school even when you are on the go.

School Permissions and Annual Data Check

At the beginning of every session we require you to complete an Annual Data Check. This includes details such as emergency contact details. To save time and paper, this will now be completed on the Parents Portal. You will receive an alert asking you to complete this.

You will also receive an alert asking you to give us permission to take your child out to venues around Peebles, to allow classes to go on visits throughout the year. For any other trip / visit out of school we will ask your permission and for a contact number for that day and we may also ask if you are able to help with the trip. Pupils will not be able to attend the trip if permission is not given. Permissions for this can be accessed on the Parents Portal.

School PE Kit

Children are required to change for PE lessons into school PE kit. This is a change of white polo shirt or t-shirt plus black or navy blue shorts. Your child's PE kit should be left in school during the week and can be taken home at the weekend for washing. For gymnastics and dance lessons, children work in bare feet. If children have a verruca or athletes foot then they wear school gym shoes. School gym shoes can be worn for all indoor PE lessons.

For outdoor lessons, which take place between August and October and April and June, children will require trainers or, if on the field for rugby, football or hockey, they may wear football boots. In colder weather, tracksuits may also be worn.

Art Activities

Children also require an apron or old shirt that can be kept in school and used for art activities.

Drinking Water

We encourage the children to drink water during the school day. All water bottles should be clearly named and taken home each day to be washed and cleaned. We do not allow juice or fizzy water.

Mobile Phones

Children are not encouraged to bring mobile phones to school. If they do need to be brought in for a particular reason then the phones must be switched off on entering the school grounds and given to the class teacher at the start of the school day. We follow the same procedure for SMART watches.

Should parents need to get a message to their child during the school day, this can be done by contacting the school office who will pass the message on.

Attendance

Parents are responsible for ensuring their child attends school regularly. Parents should telephone the school between 8.30 and 9.15am on the first day of their child's absence, alternatively (and preferably) a text message can be sent to this number – 07860 049 584. This can be sent at a time convenient to you, but before 9.15am please, to save you getting an absence alert text. If a telephone call is not received and your child is absent, a text message will be sent to you via Groupcall to alert you of the absence. If we are still unsure of the whereabouts of your child, we will call you and the emergency contacts stored on file. If there is still no response then a home visit will be carried out. This is to ensure the safety of your child.

It may be necessary from time to time for parents to take children out of school during the school day eg for dental / medical appointments. In these circumstances, children will only be allowed to leave school if an adult comes to collect them from the office door. A written note explaining that this will happen should be given to their class teacher on the morning of the appointment or contact with the School Office.

It is important that children develop the habit of being on time for school. A record of lateness is kept in the class register. If lateness starts to become an issue then you will be contacted by us to discuss how best to support.

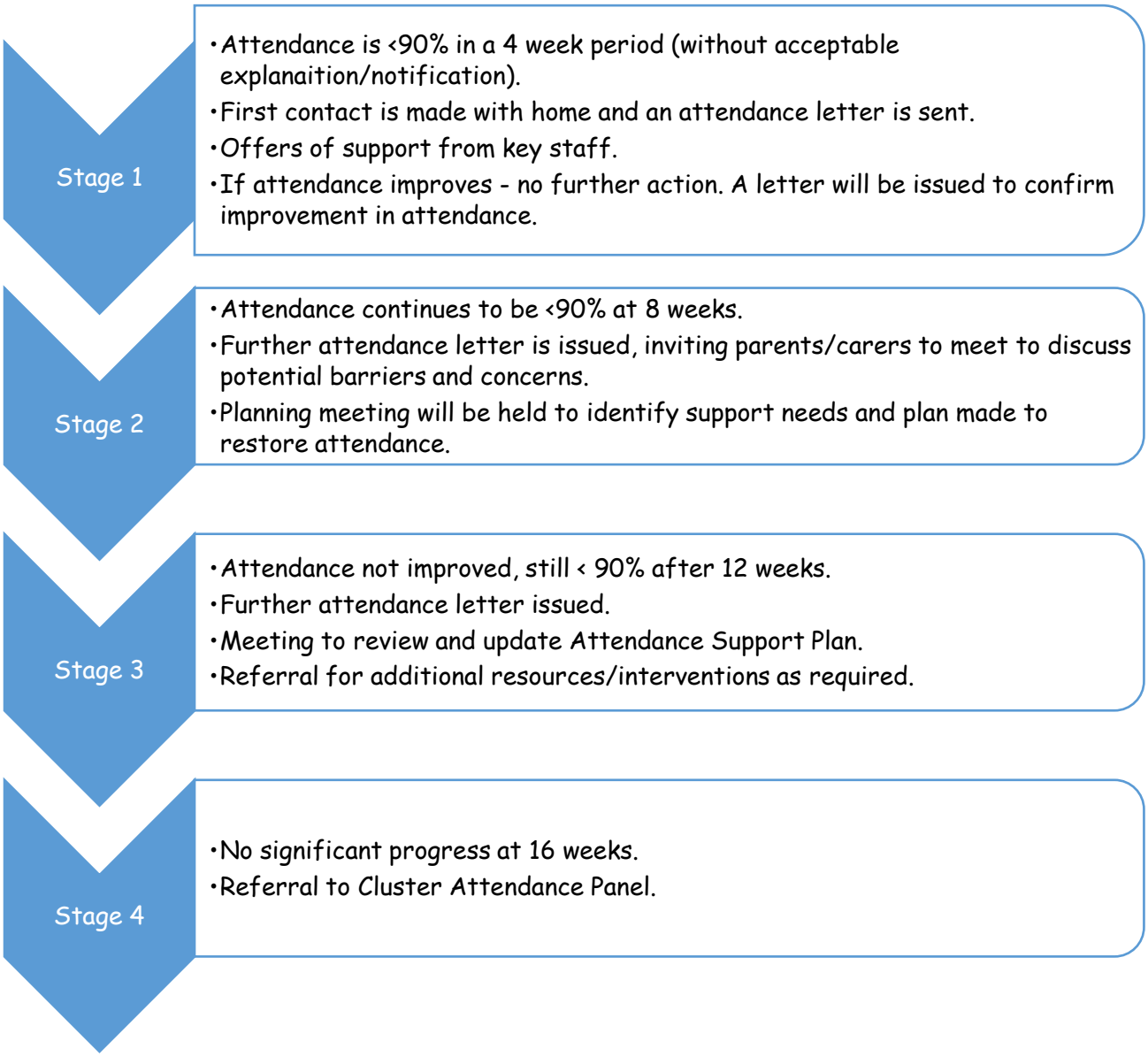
Parents are discouraged from taking holidays during term time. Absences for holidays are extremely disruptive to your child and their class. The Scottish Executive has issued instructions to Headteachers that family holidays taken during term time should be

recorded as unauthorised absences. Only in exceptional circumstances e.g. following bereavement, can a family holiday be authorised. Authorisation cannot be given for reasons such as:-

- The availability of cheap holidays
- The availability of desired accommodation
- Poor weather expected during school holidays
- Holidays which overlap the beginning or end of term

Parents cannot be given permission by the Headteacher to take holidays in term time. If parents choose to make this decision they should inform the school in writing and their child will be marked in the register as 'Unauthorised Absence'. **Additional work will not be prepared or given by the class teacher during unauthorised absences.**

We follow the SBC Attendance Policy below:



Term, Holiday and Closure Dates

All term dates can be found on the Scottish Borders Council's website for the current and future year's dates.

Communication

If you have any questions or queries please contact the school office on 01721 720025 where Ms O'Hara or Mrs MacNeil will be happy to help you. A member of the Senior Leadership Team (SLT) is available outside at the beginning and end of every day for any queries or clarifications. If you need to speak to a member of staff please arrange an appointment through the school office. There is a lot of up to date information on our school website https://kingslandprimaryschool.org and we issue regular newsletters with updates of what is happening in school. We also use Groupcall to send important information quickly to parents and carers. Over the course of next session, in line with schools nationally, we will be using Parents Portal to communicate and for permissions, updates etc.

The school also has a Facebook page and X @KingslandLearns. We encourage all families to join the school Showbie page as well as the specific groups for their children. Here information will be shared such as, weekly updates, pieces of work and report cards. Please contact the school office and ask for Mrs Little if you are struggling to access Showbie.

Medical Information

The school must be informed at the time of enrolment of any specific medical conditions or requirements your child may have.

A form must be signed at the office requesting the administration of prescribed medicine. School staff cannot administer non prescribed medication e.g. Calpol. Trained First Aiders assist pupils who require first aid for any reason. Parents will be informed if pupils sustain a head injury.

Head Lice

Outbreaks of head lice infestation occur from time to time in all schools. If you find an infestation in your child's head, please ask at the school for "bug busting" information. It would be appreciated if the school were informed as soon as possible. Please let all the people your child has been in contact with know, to check their heads for lice and treat if necessary.

School Health Service

Throughout your child's years at primary school a team of specific health service and education department staff will be seeing him / her from time to time to make sure 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 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 staff involved make every effort to work closely with parents and carers. Parents are notified of any screening tests e.g. sight / hearing and can opt out if they do not wish their child to be included.

Flu Immunisation Programme

All children from P1 – 7 are offered flu immunisation, the majority will receive it as a nasal spray. You will be given a consent form to fill out and return to the school before this happens every year.

Emergency Closure of the School

It is Council policy that schools remain open except in the most severe weather conditions. Information about school closure will be sent by text message in the first instance. Parents are asked to use common sense when it comes to very poor weather i.e. please escort your child to school on days of very heavy snowfall and do not attempt to travel if weather conditions are unsafe.

In the event of very severe weather or an emergency arising whereby it is necessary to close the school, you will be contacted by telephone if possible.

Pupils will not be allowed to leave the school unaccompanied during adverse weather conditions when closure is announced. A member of staff will remain in school until all children have been collected.

Arrangements have been made by Scottish Borders Council with Radio Borders to relay information about school closures. Radio Borders is only used to supplement usual arrangements for informing parents directly of early closures.

Section 2
Parents as Partners

Kingsland recognises the importance of parental involvement as we know it helps children do better in school. Parents and staff are encouraged to work in partnership to develop strong links between home and school. Parents are invited to support the school in many ways:-

- ✓ help to escort children on outings
- ✓ becoming a classroom volunteer to assist with art activities, games etc.
- ✓ bringing their expert knowledge in a particular field to enhance pupil project work
- ✓ taking extra curricular activities
- ✓ participate in consultation groups
- ✓ work with staff to ensure homework is completed appropriately

Keeping Us Informed

Parents are asked to inform the school if the home routine has been upset eg by hospitalisation of a family member, arrival of a new baby, death of a family pet. This allows school staff to be supportive, sympathetic and make allowances.

Parental Contact with Class Teachers

We offer opportunities for you to discuss your child's progress with teachers through arranged meetings. You will be advised when these meetings take place. Parents are regularly invited in to school for open afternoons to see the children's work.

Homework

Learning requires a partnership between child, parent and teacher. Parents are encouraged to maintain links with the school and their child's teacher, one of the ways to do this is by taking an interest in your child's homework. A copy of the school's homework policy is available on Showbie.

Parent Council

Parent Councils are the formal representative body for parents and carers with children attending our school. All parents and carers are members of the Parent Forum and each year a Parent Council is formed. Details of the current Parent Council and what they are up to can be found on the school website www.kingslandprimary.org

All parents and carers are welcome to come to meetings and help at events.
The main aims of the Parent Council are:-

- To ask for, listen and respond to the general views of parents and carers

- To support the school in providing a friendly welcome for all families at all times so everyone feels included
- To support the school to achieve its objectives and make improvements where needed

Data Protection

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

Why we need your information

Every child of school age has the right to be educated. A child is of school age if he/she has attained the age of 5 but has not attained the age of 16 years. The term "young person" applies to a pupil over school age, but who has not yet 18 years old. The education authority has a duty to provide education to any young person who is still a school pupil.
We need to collect, use and store personal information about you and your child/ren to enable us to provide your child/ren with an appropriate education. We provide these services to you as part of our statutory function as your local authority under:

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

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

Who we will share information with

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

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

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

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

Your information may also be shared and analysed internally in order to provide management information, inform service delivery reform and similar purposes to meet our duty to achieve best value and continuous service improvement.
We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.

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

Photographs/videos
Photographs and videos may be taken by staff in the school, media and other parents for a variety of reasons for example Sports Day, celebrations of achievement, charity events, excursions etc. The school your child attends may wish to display or show photographs or videos taken by themselves, in print, in various locations or by electronic means such as a website. Likewise the media or other parents may wish to use the images of pupils in various ways. We ask you, at the time your child enrols at one of our schools, if you are happy for images of your child to be used in this way and we try to ensure you are aware of, and understand, such possible use of your child's image and that you have consented.
Any permission given will remain in force during your child's primary and secondary schooling until you indicate that you wish to withdraw your consent. You can do this by contacting the head teacher of your school as soon as possible.

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

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

Complaints

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

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

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

You can visit their website for more information https://ico.org.uk/make-a-complaint/ .
If your complaint is not about a data protection matter you can find details on how to make a complaint on the Scottish Borders Council website:
Making a complaint | Making Complaints | Scottish Borders Council (scotborders.gov.uk)

Transferring Educational Data about Pupils

Education authorities and the Scottish Executive Education Department (SEED) have collected data about pupils on paper forms for many years. We are now working together to transfer data electronically through the ScotXed programme.

What pupil data will be collected and transferred?

Data on each pupil is collected by local authorities and SEED. The data collected and transferred covers areas such as date of birth, postcode, registration for free-school meals, whether a pupil is looked after by his/her local authority, additional support needs including disability, attendance, absence and exclusions from school. Pupil names and addresses are collected by their school and education authority but they are not passed to SEED. Your postcode is the only part of your address that is transferred. Data is held securely and no information on individual pupils can or would be published by SEED

Providing national identity and ethnic background data is entirely voluntary. You can choose the 'not disclosed' option if you do not want to provide this data. However, we hope that the explanations contained in this message and on our website will help you understand the

importance of providing the data.

Why do we need your data?

In order to make the best decisions about how to improve our education service, SEED and education authorities need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better exam results. Accurate and up-to-date data allows SEED, education authorities and schools to:

- plan and deliver better policies for the benefit of all pupils,
- plan and deliver better policies for the benefit of specific groups of pupils,
- better understand some of the factors that influence pupil attainment and achievement,
- target resources better.

Your data protection rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This message can give only a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website (www.scotxed.net).

SEED works with a range of partners including HM Inspectorate of Education and the Scottish Qualifications Authority. On occasion, we will make individual data available to partners and also academic institutions to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control and prior agreement of the Data Access Panel in SEED, which will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual.

Concerns

If you have any concerns about the ScotXed data collections you can email the Senior Statistician, Peter Whitehouse, at: P**eter.Whitehouse@scotland.gsi.gov.uk** or write to The ScotXed Support Office, SEED, Area 1B, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, braille and large print.

Want more information?

Further details about ScotXed data exchanges are available on the ScotXed website,**www.scotxed.net**

Scotxed Collections

Scottish Local Authority schools collect pupil and teaching staff data each year for statistical analysis by the Scottish Government (the ScotXed data collections). More information on the type of information collected and what is done with it can be found using the following link.

http://www.gov.scot/Topics/Statistics/ScotXed/SchoolEducation/ESPrivacyNotices

Scottish Borders Council Complaints Procedure

COMPLAINTS PROCEDURE

You can make your complaint in person, by phone, by e-mail or in writing. We have a two-stage complaints procedure. We will always try to deal with your complaint quickly. But if it is clear that the matter will need a detailed investigation, we will tell you and keep you updated on our progress.

STAGE 1: FRONTLINE RESOLUTION

We will always try to resolve your complaint quickly, within five working days if we can.

If you are dissatisfied with our response, you can ask us to consider your complaint at Stage 2.

STAGE 2: INVESTIGATION

We will look at your complaint at this stage if you are dissatisfied with our response at Stage 1. We also look at some complaints immediately at this stage, if it is clear that they are complex or need detailed investigation. We will acknowledge your complaint within three working days. We will give you our decision as soon as possible. This will be after no more that 20 working days unless there is clearly a good reason for needing more time.

THE SCOTTISH PUBLIC SERVICES OMBUDSMAN

If, after receiving our final decision on your complaint, you remain dissatisfied with our decision or the way we handled your complaint, you can ask the SPSO to consider it.

We will tell you how to do this when we send you our final decision.

Section 3
The School Curriculum

Curriculum Overview

The curriculum is the totality of experiences which are planned for children and young people throughout their education. It includes the ethos and life of the school as a community; curriculum areas and subjects; interdisciplinary learning; opportunities for personal achievement. The curriculum in Scottish schools is Curriculum for Excellence.

There are eight areas:

✓ Numeracy and Mathematics
✓ Languages
✓ Health and Wellbeing (including physical education)
✓ Expressive arts – Dance, Drama, Music and Art and Design
✓ Social Studies
✓ Sciences
✓ Religious and Moral Education
✓ Technologies

The purpose of the curriculum is to help children and young people to become:

- successful learners
- confident individuals
- responsible citizens
- effective contributors

The curriculum puts the child at the centre and describes the experiences and outcomes for learning and its progression. It supports learners in developing their values and beliefs and enables them to:

- achieve the highest possible levels of literacy and numeracy and cognitive skills
- develop skills for life and work
- develop knowledge and understanding of society, the world and Scotland's place in it
- experience challenge and success

so that they can develop well-informed views and act responsibly. It will encourage them to adopt an active and healthy lifestyle.

Literacy and English

This is defined as listening and talking, reading and writing. Pupils are also taught French.

In developing literacy skills children will learn to:

- communicate and collaborate with others to build relationships
- reflect on and explain their thinking
- describe and share experiences

- engage with a range of texts
- write for a variety of reasons and compose stories, poems and plays
- explore the richness and diversity of language, how it can affect them and the wide range of ways in which they can be creative
- enrich and extend their vocabulary through listening, talking, watching and reading
- reflect on how well they listen, talk, read and write
- act on feedback to help them improve and provide useful feedback to others
- use technologies to support and extend learning

Numeracy and Mathematics

Children are taught Number, Money and Measure; Shape, Position and Movement; Information Handling, Financial Maths. (Problem solving is integrated across the maths and numeracy curriculum).

In developing numeracy skills children will learn:

- to understand the four processes of number (addition, subtraction, multiplication and division)
- mathematical vocabulary
- common units of money and measure
- to estimate
- two and three dimensional shapes, figures, position and movement
- to collect, organise, display and interpret information
- to tackle investigations and problems
- how maths is relevant in the 'real' world
- to mentally manipulate and calculate number
- to use a calculator and computer where appropriate
- to apply numeracy skills to real life contexts

Health and Wellbeing

In developing health and wellbeing children will learn:

- that we all experience a variety of emotions that affect how we think, feel and behave
- to describe their feelings about what is going well or where support is needed
- that feeling and behaviour change depending upon what is happening within and around them. This helps them understand the way others behave
- to value friendships and know that caring, sharing, fairness, equality and love are important in building friendships
- that people can often feel alone and can be misunderstood and left out by others
- the importance of showing support by a caring reaction
- the importance of mental wellbeing, and know that people do not always enjoy good mental health

- the rights to which they are entitled in society and the responsibilities which fall on them. They will learn to respect the rights of others
- that representing the school and /or wider community encourages self-worth and confidence and allows them to contribute to and participate in society
- to assess and manage risk, to protect themselves and others, and to reduce the potential for harm when possible
- the importance of sexual health and relationships is shared from Early level, in an age appropriate way.

Expressive Arts

In developing the expressive arts children will be inspired by a range of imaginative stimuli, including popular culture. Working on their own and with others, they will express their ideas, thoughts and feelings through creative work.

Children will have the freedom to:

Art and Design

- discover and choose ways to create images and objects using a variety of art materials, exploring line, shape, form, colour, tone, pattern and texture
- through natural curiosity, exploration and imagination, they will work on their own and with others to solve design problems

Dance

- choose and explore ways they can move rhythmically, expressively and playfully, discovering how to control their body and how to use space and resources creatively
- enjoy taking part in dance experiences, becoming aware of different features of dance from a range of styles and cultures

Drama

- choose and explore movement, expression and voice in different kinds of role play and drama
- explore real and imaginary situations, helping them to understand their world

Music

- use their voice, musical instruments and music technology to discover and enjoy playing with sound and rhythm
- enjoy singing during whole school singing practice every Friday

Social Studies

Children are taught People – Past and Societies; People - Place and Environment; and People – Society, Economy and Business.

In developing social studies children will learn to:

- develop an understanding of how Scotland developed as a nation, resulting in an appreciation of their local and national heritage within the global community

- broaden their understanding of the world by learning about human activities and achievements in the past and present
- develop their understanding or their own values, beliefs and cultures and those of others
- locate, explore and link periods, people and events in time and place
- locate, explore and link features and places locally and further afield
- engage in entrepreneurial activities which stimulate an enterprising attitude
- develop an understanding of concepts that stimulate enterprise and influence business
- establish firm foundations for lifelong learning and for further specialised study and careers

Science

Children are taught about Planet Earth, Forces, Electricity and Waves, Biological Systems, Materials and other areas of science arising from events or interests.

In developing the sciences children will learn through our physical world, our living world and our material world. Children will learn about:

- Planet Earth, sustainability, biodiversity, climate and earth sciences and astronomy
- energy and the environment, energy transfer, energy sources and energy in food and electricity
- forces and motion
- life and cells, keeping their bodies healthy, cells, biotechnology, reproduction and using their senses
- communication, communication systems, light and sound
- materials, properties and uses, chemical reactions and forensic science

Religious and Moral Education

Children are taught about Christianity and other World Religions

In Religious and Moral Education children will:

- develop knowledge and understanding of Christianity and other world religions
- recognise religion as an important expression of human experience
- explore and establish values such as wisdom, justice, compassion and integrity and establish values in their moral development
- investigate and understand the responses which religions can offer to questions about the nature and meaning of life
- develop the skills of reflection, discernment, critical thinking and deciding how to act when making moral decisions
- develop respect for others and their beliefs, and an understanding of practices which are different from our own

- develop their beliefs, attitudes, moral values and practices through reflection, discovery and critical evaluation, and make a positive difference to the world by putting their beliefs and values into action
- establish a firm foundation for further learning and, for some, careers

Our School Chaplain is Rev Malcolm Jefferson. He supports the school in a range of ways which includes taking assemblies and church services at the end of term.

Please note: The Scottish Government has issued regulatory advice which makes it clear that religious and moral education should be taught. Parents have a statutory right to withdraw their children from religious observance and their wishes will be respected. Written notification to exercise this right should be sent to the Headteacher and alternative arrangements will be made for your child.

Technologies

In developing technologies a range of different contexts for learning will draw on important aspects of everyday life and work. This includes creative, practical and work related experiences and outcomes in craft design, engineering, graphics, food, textile and information technologies.

In developing technologies children will become informed, skilled, thoughtful, adaptable and enterprising citizens, and they will learn to:

- develop a considered understanding of the role and impact of technologies in changing and influencing societies
- contribute to building a better world by taking responsible, ethical actions to improve their lives, the lives of others and the environment
- gain the confidence and skills to embrace and use new technologies now and in the future, at home, at work and in the wider community
- become informed consumers and producers who have an appreciation of the merits and impacts of products and services
- be capable of making reasoned choices relating to the environment, sustainable development and ethical, economic and cultural issues
- broaden their understanding of the role that information and communication technology (ICT) has in Scotland and in the global community
- experience work-related learning, and establish firm foundations for lifelong learning and, for some, specialised study and careers

Section 4
Support for Pupils

Getting It Right For Every Child (GIRFEC)

Taking care of our children's wellbeing and making sure they are alright – even before they are born - helps us ensure the most positive outcomes for them in later life. It affords them the potential to grow up ready to succeed and play their part in society and within the community. Our school adopts the GIRFEC approach in Scottish Borders Council to give the right help and support to children and their families when they need it from a joined up multi agency team. These agencies include education services, NHS Borders, Integrated Children's Services (ICS) and police, but only as and when necessary, in full consultation with children and their families. It is our aim that Kingsland Primary School is a positive experience for all and if this is not the case please contact the Headteacher.

Keeping our children and young people safe in the Scottish Borders

CHILD PROTECTION

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

What to do if you have a child protection concern?

It's everyone's responsibility to protect children.

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

01896 662787 (Duty Children and Families Social Work Team)
01896 664159 (Child and Adult Protection Unit)

Emergency contact

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

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

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

http://onlineborders.org.uk/community/cpc

Young Carers

A new Carer's Act for Scotland was launched on 1st April 2018

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

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

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

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

Assessment and Reporting

At Kingsland the class teachers actively assess progress and ensure children achieve their potential.

Parents are given an overview at the start of session so that they know what topics and subjects their child will be covering. This is to support parents in discussing school and learning with their child.

In addition to parental consultations, teachers will provide a mid-session report to which children will contribute their views on their learning.

Assessment

Progress is assessed in a variety of ways and is integral to the teaching and learning process in order to promote raising attainment and to ensure the learners achieve their potential through support and challenge. Assessment information is used to determine next steps in your child's learning. Teachers regularly meet and have a professional discussion with the Headteacher and Support for Learning Teacher to discuss children's progress. Children are involved in the assessment process through self-assessment which supports setting their own targets.

To find out more about a Curriculum for Excellence please follow the links below:

- *https://education.gov.scot/*
- *https://education.gov.scot/parentzone*
- *http://www.skillsdevelopmentscotland.co.uk/*

Support for Learning

All children will need individual support at some point during their school career. This can mean extra support from their class teacher, 1:1 support, small group, working with a different adult or something different. We have one full time Support for Learning teacher, a part time Support for Learning Teacher (PEF funded) and a team of Additional Needs Assistants (ANAs) who work part-time hours. Children are assessed continually by class teachers in the acquisition of numeracy and literacy skills. Children who are experiencing difficulty or need challenge may be offered extra help by our Support for Learning teacher or by ANAs either within the classroom or in small groups.

Council's implementation of British Sign Language Plan

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

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

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

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

Pupils With Additional Needs

The authority has a policy of inclusion. This promotes the placement of children with significant educational needs in to our primary schools. Additional support may be given to the school in order for placements to operate successfully. These placements are always agreed by a team of professionals and parents.

Transition to Secondary School

When pupils move onto their next stage, detailed transition information is collated and shared with all concerned parties. When moving onto Peebles High School, a programme of pupil visits, teacher consultation and peer support is in place to ensure a smooth and effective transition takes place.
Peebles High School contact information:
Tel – 01721 720291
www.peebleshighschool.co.uk

The Educational Psychology Service

The Educational Psychology Service (EPS) works with all SBC schools to support children's learning and wellbeing. They provide advice and training to school staff on how children learn, and advise on ways to help children who require support.

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

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

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

Section 5
School Improvement

Monitoring performance and using the resulting information to secure improvement is an important part of the work of the Headteacher and Depute Headteachers, school staff and other officers within the local authority. Every year the school produces a Standards and Quality Report and an Improvement Plan. This can be found on the school website. Parents, pupils and staff views are regularly sought in order to influence the quality of provision in the school. Pupil voice is heard regularly through the Pupil Council, House Captains, Play Champions and the Sustainable Squad. By discussing and monitoring class teacher plans and the pupils' work, the Senior Leadership Team track pupils throughout the school to ensure consistency and progression. Parents are contacted and invited into school to discuss any concerns that may arise. If parents have any concerns they should not hesitate to contact the school through the office where a member of the SLT will respond directly to them.

Enrichment activities integral to Kingsland
Pupils at Kingsland are given opportunities to try various activities and clubs throughout the session.

The P7 pupils have an annual **Residential Week**.

P7 pupils are all active prefects and have opportunities to represent their peers by standing for election to various positions as House Captains, Junior Road Safety Officers, Sustainable Squad Representatives, Play Champions, Hedgehog Heroes, Swap and Share Shed Ambassadors and Pupil Council Class Representatives.

Choir - Mrs Belleville takes our school choir on Fridays after school. The choir perform each year in their Carols by Candlelight event and also sing at events around Peebles.

School Show – Every second year, our P5 and P6 pupils perform in a show. Our last show, The Lion King, was enjoyed by many.

Running Club - Under the guidance of our PE CST, the school has had several notable achievements in the last few years including Scottish Cross Country Running Champions nationally, and the Three Bridges Champions locally.

Senior pupils represent the school at **netball, rugby** and **athletics** tournaments and festivals and are given regular coaching as well.

Other opportunities arise at various stages for **Digital Leaders, Brass Instruction, Sports clubs** and **Board games clubs**, as well as **Class Council representatives** on the **Pupil Council, Play Champions, Reading Ambassadors, Period Ambassadors, UNCRC Reps** and **Sustainable Squad.**