

Introduction

Welcome to Pinewood School. This handbook has been produced to inform you about our school. We hope you find the information in this handbook both interesting and relevant.

We would like to work in partnership with you to ensure your child's wellbeing and progression. The staff at Pinewood endeavour to treat each child individually and work extremely hard to provide a meaningful broad-based education to motivate and involve them all.

If at anytime you or your child has any concerns, please do not hesitate to contact us. We are committed to working together to solve problems and to put things right when they go wrong.

Pam Greig
Head Teacher

About the School

Pinewood is one of four schools for pupils with additional support needs within West Lothian. Pinewood School was opened in 1973 with an extension added in 2010. The school also currently has an annex of three classrooms at Blackburn Primary School. The school has primary and secondary departments. The school has bright classrooms equipped with interactive smartboards and computers. In addition Pinewood has a fully equipped home economics room. The new extension has a softplay, sensory and meeting rooms. The school also has extensive outdoor space, with an accessible playground, sensory garden, raised beds, forest schools areas and chickens. The school also has full time nursing cover.

The school is co-educational and non-denominational and provides for stages P1 - S6
The school does not provide teaching by means of the Gaelic language as spoken in Scotland. A primary aged pupil whose parent/ carer wishes him/ her to be taught by means of the Gaelic language will be educated at Tollcross Primary School in Edinburgh.
A secondary aged pupil whose parent/ carer wishes him/ her to be taught by means of the Gaelic language will be educated at James Gillespies High School in Edinburgh.

School Address

Pinewood School

Elm Grove

Blackburn

EH47 7QX

Tel: 01506 656374

Email: pinewood@wled.org.uk

Council webpage: <http://www.westlothian.gov.uk/sitecontent/schools/Pinewood>

School blog <https://blogs.glowscotland.org.uk/wl/pinewood>

Present Roll: 117

West Lothian Council Mission Statement

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

West Lothian Council Values

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

School Ethos

Pinewood School promotes an ethos which values and includes all pupils, staff, parents and visitors regardless of their education, physical, sensory, social, spiritual, emotional and cultural needs. Pinewood School promotes a culture of awareness, tolerance and inclusion. We at Pinewood believe that each pupil has individual and unique needs and plan accordingly for all pupils to achieve their full potential. Pinewood School aims to provide all pupils with strategies for dealing with their needs in a supportive and caring environment.

Pinewood Schools works as a team and in partnership with many agencies to ensure the needs of its young people are met. To achieve this the school has an open door policy for parents and partner agencies.

The school is currently working towards achieving level 1 status of the UNICEF Right's Respecting School Award; all staff are familiar with the rights of the child and are striving to ensure that all children get their rights. We are also working to achieve or Eco green flag, with pupils actively involved in recycling. The secondary department has a charity, eco and rights respecting committees, involving both pupils and staff.

Achievements are celebrated at a class, school and local level. Teachers and SMT use motivational stickers and praise to celebrate achievements. Success is celebrated through the

presentation of certificates linked to the curriculum for excellence. In the primary department 'star of the week' is announced at the weekly assembly and a trophy presented and a certificate given to the pupil. In secondary there are class based additional awards of reader, writer and mathematician of the week. Achievement is also celebrated through newsletters, school and authority blog. Major achievements are also published in the local press.

The school promotes positive behavior from all its pupils. Staff have received training in behavior management and support each child as an individual. Many pupils have individual behavior strategies to ensure consistent handling and these are regularly reviewed.

The school plays an active role in the community, with our pupils going on weekly shopping trips to the Co-op in Blackburn and Tesco in Bathgate. Classes regularly use the library in Blackburn. The school is a member of the Blackburn Community Action groups and joins with the other schools to discuss and solve local issues. We also contribute to the Blackburn Community Newsletter. We have close links with our community policeman PC Jose Vega-Lozano, who takes part in assembly and speaks to classes; he also helps deliver cycling training in the secondary department. Pinewood has worked with Firefly Arts over the last few years to deliver high quality drama for our pupils; this has resulted in taking part in the Shakespeare Schools Festival at the Churchill Theatre in Edinburgh.

As part of 16+plus learning choices from the Scottish Government our senior pupils access BLES for training in joinery, painting and woodwork, RUTS for learning co-operation and working together through the context of motorbikes. They also attend a gardening course at Suntrap, and care for the chickens within school. In the last two years of school senior pupils are offered supported work experience placements in school and with local businesses.

Most of our secondary pupils access craft, design and technology (CDT) at St Kentigern's, our senior group also access enterprise and employability there. Pupils from St Kentigern's also volunteer in the school to assist pupils in class, this helps provide positive role models for our young people.

The school also works with the Tree Club an after-school club for pupils with additional support needs based at St Kentigern's this helps to ensure the consistency of the management of the pupils.

The school is part of the Bathgate Academy Cluster and works with cluster mainstream schools on improvement priorities and transition activities.

The Parent Council co-ordinates fundraising events throughout the year and this includes the Christmas and Summer Fayres.

School Mission Statement and Aims

The Pinewood school community strives to provide an education of the highest quality for the children and young people, which meets their individual needs in order that they may achieve their fullest potential to prepare them for life beyond school.

Learning and teaching - success and achievement

To create a positive, active learning environment across the curriculum, where our young people experience a wide variety of opportunities and gain skills for lifelong learning, both during and beyond the school years.

Partnership - work and life of the school community

To work in partnership with outside agencies and the wider community and form strong links with school whilst promoting inclusion at all stages.

Culture and ethos

To develop an environment where pupils and staff feel valued and celebrate what each person bring to the school community

Vision and leadership

To develop self confidence and resilience in order to allow our pupils and staff to develop as leaders. To support staff to be pro-active in peer mentoring and sharing good practice across the school

People

To encourage pupils to have a voice and enable them to be responsible citizens. To involve the whole school community in the future development of our school and encourage them to embrace new challenges.

Our school aims are currently being updated to take account of the five national priorities as outlined by the Scottish Government and UNICEF Rights Respecting Schools

School hours

Primary department

Monday - Thursday: 8.45 - 2.50pm

Break 15 minutes

Lunch: 30 minutes

Secondary department

Monday - Thursday - 8.45 - 3.30pm

Break: 15 minutes

Lunch: 30 minutes

Whole school

Friday: 8.45 am - 12.30pm Break: 15 minutes

School Term Dates are issued at the start of a new session. Information can also be accessed on line at: <http://westlothian.gov.uk/education/schoolrelateditems/893/86>

Staffing

Head Teacher: Pam Greig

Depute Head Teacher: Tracey Morrison

Principal Teachers: Susan McAuley and Graeme Spence

Teachers: 19

Part time teachers: 3

Nursery Nurses: 13

Part time nursery nurses: 5

Pupil Support Workers: 22

Part time PSW : 7

Admin staff: Gordina Aitken and Lesley Kelly

Facilities manager: Willie Muirhead

School nurses: Irene McLean and Marie Watt

School Doctor: Dr. Joan Richie

Allied Health Professional

Speech Therapy - Heather Robertson, Lindsay Cowan, Karen Marshall and Emma Collins

Occupational therapy - Kirsty McPhail

Physiotherapy - Caroline Wilson

Learning and Teaching

At Pinewood we believe the most effective learning environment when staff work collaboratively. This requires that the atmosphere is harmonious, minimizing uncontrollable stress and threat, that the teacher promotes positive self-image and esteem, engages with children's positive emotion and recognize that individual learners have legitimately different learning needs. We will build on:

- Teaching for effective learning strategies
- The use of visual timetables and augmentative communication systems
- Learning through play
- Contextualized, cognitive and active learning
- Problem solving approaches
- Active and creative use of ICT and the
- Assessment for learning principles

Learning and teaching approaches will be

- Focused on the learner
- Well planed, considering outcomes, learner's interest and prior knowledge:
- Enjoyable, relevant and inclusive - enhancing the experience, achievement and attainment of our most vulnerable children and young people:

- Active and fun, allowing young people to become problem solvers in a supportive and stimulating atmosphere:
- Flexible and creative, allowing for personalization of learning:
- Allow for choice, challenge and chances:
- Collaborative and co-operative, promoting quality social interaction between children and young people

Where appropriate targets are set in conjunction with the pupils and shared with them in symbol form. Pupils in Pinewood use a variety of assessment is for learning

All pupils have an "Evidence" folder to record wider achievements at school, at home and in the wider community. This is passed from class to class and builds up a full picture of the child at Pinewood.

Parents/ Carers have a variety of opportunities to become involved in their child's learning. Formal events such as review meetings, curriculum events and class assemblies provide information on the learning and teaching planned and taking place in the classroom. Parents' Evening is used to update parents/ carers on the individual progress of their child. Daily communication takes place between home and school through the home/ school diary.

The Curriculum

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

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

The knowledge, skills and attributes learners will develop will allow them to demonstrate four key the capacities to become:

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

Each pupil in Pinewood has an Individual Education Plan (IEP) which is updated as part of an annual review and at parent's night. The IEP contains targets for Language and communication, mathematics and personal and social development. Some children also have a co-ordinated support plan in line with the Support for learning Act 2009.

Literacy and Language

The development of literacy and language is fundamental to a child overall development and is therefore a major feature of all curricular activity. The main areas are

- Listening
- Talking
- Reading

- **Writing**

In Pinewood many of our pupils rely on augmentative and alternative communication (AAC) this can include signs, symbols, pictures, PECS and communication aids. The development of AAC within Pinewood is in co-operation with speech and language therapy and parents. Pupils requiring communication aids will initially be assessed and given devices to trial in school before being referred onto KEYCOMM.

Pupils learn to read using pictures, symbols and words at their own level and pace. When they are ready for a formal reading scheme the primary department uses Oxford reading scheme and All Board, with supplementary non-fiction texts. The secondary department use Words First, Rapid Reading and Wolf Hill. Throughout the school the pupils are building up a functional social sight vocabulary of words and signs.

Jolly phonics is used to teach phonics and write dance for teaching writing.

Numeracy and Mathematics

Pupils experience numeracy and mathematics in many different ways from learning in the classroom to practicing this in different contexts in the community. Home economics is one very practical subject which lets the pupils handle number and measure in a very practical context. Pinewood has developed its own shopping and money curriculums to help give our pupils with wide ranges of experiences the need to develop mathematical skills. Pupils also learn to handle money during weekly shopping trips. Pupils learn about all aspects of Numeracy and Maths - number, money, measurement, time, information handling, shape and problem solving.

Pinewood uses Heinemann Active Maths with a variety of games and ICT programmes to enhance learning and teaching.

Health and Wellbeing (Personal and Social Development PSD)

For pupils at Pinewood this is a very important area of the curriculum and forms part of their IEP as well as helping them prepare for life beyond school.

PSE (Personal and Social Education) is included within the Health and Wellbeing outcomes of the Curriculum for Excellence and is an integral part of all aspects of education within Pinewood but is also specifically addressed in its own right.

The Primary department uses the Confident Kids programme as a basis for the work. Also covered is dressing, road safety, personal hygiene. The secondary focuses on ASDAN new horizons, transition challenge and towards independence. Personal targets are set and shared with the pupils. As the pupils move through the school they start to learn independent living skills.

Social Studies

Social Studies (ES) covers Science, Geography and Technology. An emphasis is placed on developing knowledge and understanding, skills and informed attitudes to help pupils make sense

of the world around them. In the primary department environmental studies is covered through a 3 year program so there is a balance of the different areas. There is a focus on the area around us home and school, raising awareness of town, city and country. Each year, pupils learn about Scotland and Scottish culture through interdisciplinary learning.

Science is covered very practically through gardening and care of chickens and through themes like electricity.

In Secondary social studies is taught covering history, geography and citizenship. Science is currently taught during years 1 and 2.

Expressive Arts

Music, art and drama and PE are delivered by specialist staff who work with the classes on a timetabled basis.

Music is delivered in the primary department by a specialist teacher within the class setting. Pupils participate in drama as part of interdisciplinary afternoons in the primary and as electives choices in the secondary department. Pupils involved in drama projects regularly work with local schools and share their work with parents.

Art is delivered by a specialist teacher one day a week who works with classes for a 6 week block around the class theme.

The primary department enjoys P.E. in the school hall using a variety of equipment and developing a range of physical skills - throwing, catching, balancing, running and jumping etc. whilst also developing social skills - team work, sharing and turn taking. Pupils also enjoy blocks of swimming. Pupils also have blocks of outdoor education around the schools including looking after the chickens.

Secondary PE takes place in the community centre or the church hall, where they might learn to play basketball, tennis, cricket, football and athletics. Within school the pupils enjoy playing different sports on the x-box kinnect. Secondary pupils also have access to outdoor education, including the Forrest Schools Programme.

Religious and Moral Education (RME)

Learning through Religious and Moral Education enables pupils and young people to learn about and from the beliefs, values, practices and traditions of Christianity and other world religions. RME is taught through contexts, assemblies, visits and visitors in the primary department and as a subject in the secondary. The pupils also have assembly. Church services take place throughout the year at Blackburn and Seafield Parish Church.

Any parent who wishes to exercise their right to withdraw their child from religious observance (taking part in religious ceremonies e.g assemblies led by church representatives and singing hymns and Christmas carols) should inform the head teacher in writing)

Technologies

ICT is widely used in Pinewood. All in the classes have an interactive smartboard and digital camera. The pupils have access to the internet, secondary pupils have their own log- ons. Some classes have specialist software with switch access or touch screens. All teachers have a copy of boardmaker studio on their laptops to make personalized and appropriate resources. The school also uses ipads to enhance pupil learning and is currently developing the use of this technology.

More information any aspect of the curriculum, at a national level, can be found at:

<http://www.educationscotland.gov.uk/thecurriculum>

Primary Department

The primary department is currently on two sites and comes together for weekly for singalong and assembly. The Blackburn classes access the playground, sensory and soft play facilities at Pinewood. The primary curriculum is organized into a three year cycle of learning contexts which covers all the eight areas of the curriculum. These contexts are planned to give children the opportunity to develop skills, gain confidence and success. The department also run interdisciplinary afternoon when they are with different teachers and pupils experiencing new activities. Some pupils attend a local mainstream school in their community. These are organized on an individual basis. The primary department has community visits and outing to practice their skills.

Secondary Department

As the pupils move from P7 to S1 their curriculum continues to develop to meet their needs. They have an allocated teacher responsible for personal and social development (PSD) and registration. They move around the school and community following a timetable based on eight forty minute periods. At several times throughout the year the department comes together to work on an interdisciplinary theme with a sharing event at the end. Pupils are offered electives on a Friday morning, the choices include eco group, relaxation, running a business and cycling. All pupils have the choice to attend a lunch club some of the clubs currently running are film, sports and drama.

S1 to S3

During this time the young people continue to develop their knowledge and skills within the curriculum for excellence as part of their broad general education. Young people have their achievements recognized through ASDAN New Horizons Award and Transition Challenge.

S4 - S6

From S4 the young people move into the senior phase and have their achievement recognized through the introduction of National Qualification at Access 1 and Access 2, and ASDAN Towards Independence Award. Senior Phase electives are introduced on a Thursday afternoon and include the opportunity to complete the Youth Achievement Award and Caledonian Award.

Seniors Group S5 and S6

Over the last two years at Pinewood the focus moves to preparation for life after school. This included skills for life- developing skills used to live independently and to practice household activities at the bungalow in Broxburn and weekly shopping trips. Pupils also complete supported work placements within and out with school. The pupils also run their own enterprise business called 'Lunch on the go' to prepare and sell lunch to staff. In the final year of school the pupils may complete the West Lothian College Induction Programme.

Promoting Positive Behaviour

In Pinewood school, we recognise that every child is an individual with individual needs and strengths. To this end, we operate a comprehensive Health and Wellbeing curriculum. This includes individual Mental, emotional, social and physical wellbeing targets within the IEP as well as planned circle times and Me Time. Throughout the school day, the children are encouraged to develop listening, looking, speaking, thinking and concentrating skills. They are also encouraged to be respectful towards each other and to be concerned for each other.

The positive environment offers the children a chance to develop not only a positive self esteem but also to cultivate a respect for other people and property. Within each class and also within the wider school departments the school aims are visible; all are encouraged to adhere to these. Pupils use visual timetables to aid their understanding of the day and what they are expected to do.

From time to time, however, all children experience difficulties to a greater or lesser extent. Usually, these difficulties are minor and can be dealt with within class. When a pupil is experiencing difficulties then reasons for this will be identified including speaking to home and other agencies. The class team/ department will use a solution focused approach to identify strategies which will be shared with all staff. These strategies will continued to be monitored and adapted as needed.

Safe Use of the Internet

West Lothian Council implements a safe use of the internet policy and provides software to ensure pupils cannot access inappropriate material or websites. However, it must be recognised that even with safeguards in place protection cannot be absolutely guaranteed. Pupils, therefore, must act responsibly when using the internet and must not actively seek to access inappropriate websites. Pupils must comply with authority's rules on the use of the internet which are set out below:

- ✚ not to reveal their address or phone number or those of others
- ✚ not to swear or use rude or threatening language
- ✚ to remember that electronic mail is not guaranteed to be private
- ✚ not to try to find inappropriate material
- ✚ not to use the internet in a way which would disrupt others

- ✚ to tell a member of staff if a page, picture or message is found that makes the child feel uncomfortable

The above rules are designed to minimise the possibility of accessing inappropriate material or communications. Pupils must adhere to the above rules at all times. Failure to do so will result in access to the internet being withdrawn and possible further action.

Further information on the safe use of the internet is available at:

<http://www.thinkyounow.co.uk>

Support for Learning

Outside agencies such as health, speech and language therapy are very much part of Pinewood. Not all children may be on the active caseload but advice can always be given. Parental consent is sought before the involvement of outside agencies. Pinewood Schools has an educational psychologist who can be called upon to give advice, we also work the CAMHS team.

The Focus on Inclusion is designed to help schools in partnership with parents/ carers, pupils and partner agencies to evaluate effectiveness of provision in improving educational outcomes and opportunities for pupils with additional learning needs. The policy can be accessed online at <http://www.westlothian.gov.uk/sitecontent/documentslist/educationpolicy/focusoninclusion>

Enquire is the Scottish Advice Service for Additional Support for Learning. Operated by Children in Scotland, Enquire offers independent, confidential advice and information on additional support for learning through:

- ✚ telephone help line 0845 123 2303
- ✚ an email enquiry service info@enquire.org.uk
- ✚ an online enquiry service two websites www.enquire.org.uk (for parents/ carers and practitioners) and www.enquire.org.uk/yp (for children and young people)
- ✚ Enquire also provides a range of clear and easy-to-read guides and factsheets explaining everything from "additional support to the early years" and "what planning should take place for moving on from school".

The Parents' guide to Additional Support for Learning is now available to download at <http://enquire.org.uk/publications/parents-guide> (new window)

Reporting to Parents

As we work in partnership with parents we work hard to keep them fully informed. This is done initially through the home/ school diary and when needed telephone contact. Parents are welcome to contact to school to speak to staff as we operate an 'open door' policy through phone and email. At all times, we do our best to provide a quick response to concerns, however if you wish to speak to the head teacher or depute head teacher it is advisable to contact the school first to check their availability.

Formal opportunities are during parents nights in October and March where you can discuss progress towards pupil targets. A written report is sent home for annual review. A summary of targets is sent home at the beginning of the year and then evaluated. This is sent home at the end of school year giving next steps for learning.

Transitions

Transitions play a vital role in Pinewood and we have worked to make them as smooth as possible and ensure continuity in their learning.

For children joining primary 1, there are visits to their nursery by Pinewood staff, review meetings, pictures of the school and team. Parents are invited to bring their child to Pinewood on the first day, an early settling in review and coffee with other parents.

At the end of each year pupils meet their new team in the new classroom before the end of term. Pictures are sent home to prepare the pupils.

For children moving from P7 to S1 there is a more formal program of a transition theme culminating in the creation of the P7 profile which is taken to secondary by the pupil. The pupils have visits to secondary building up to a full day.

For pupils moving from S3 to S4 we use the senior phase profile to build up a picture of their skills and developments in the secondary so far.

For pupils leaving school from S6 there are early transition planning reviews involving outside agencies including social policy and careers Scotland. Transition passports are prepared for pupils requiring them. Pupils leaving Pinewood complete a post school profile.

Pupil Council

Pupils in the secondary department have the opportunity to represent their views and have their voice heard via the Pupil Council. Each class has a representative on the Pupil Council and meet once a month to discuss a range of topics. Pinewood also has a head boy, head girl, deputy head boy and girl; they also sit on the pupils council. For further information please refer to the Developing a Pupil Voice Policy:

<http://westlothian.gov.uk/sitecontent/documentlist/educationpolicy/pupilvoice>

School Improvement

Pinewood School is committed to a continuous improvement agenda. Each session the school plans and publishes a "School Improvement Plan" outlining the priorities for improvement in the coming session. Copies of the current School Improvement Plan and information about the school's performance over the next three years can be found in the school or from the council website shown below.

The main priorities for 2012/ 2013 are: The teaching of reading and modifications to the curriculum to demonstrate coverage of broad general education and into the senior phase. The plans for future improvements of the school's performance over the next three years including

the school's plans to involve parents/ carers in that future improvement can be found in the School's Improvement Plan at <http://www.westlothian.gov.uk/sitecontent/school/Pinewood>

The main achievements of the school over the last 12 months can be found in the Standards & Quality Report at the website above. A summary of this report is sent home to parents.

Parental Engagement Strategy

Daily

- school diary
- telephone, e-mail (when required)

Termly

- Pinewood Press

Yearly

- Review of progress
- Review report
- Summary of targets and next steps

Biannually

- Parents Evenings
- Other
- Parents forums as required
- Transition/Shared placements as required (minimum two per term)

School newsletters keep parents/ carers informed of what is happening at a school level and highlight achievements, future events and general school matters. Pinewood also runs a blog which is updated for school events and to celebrate success.

<https://blogs.glowscotland.org.uk/wl/Pinewood/>

Further information on the council's Parental Involvement Strategy can be found at

<http://westlothian.gov.uk/sitecontent/documentlist/educationpolicy/parentalinvolvementstrategy.pdf>

The Parent Council is an important element in the school's parental engagement strategy. The Parent Council meets around six times in a session to discuss a variety of school and educational issues.

Dress Code

We aim to have all of our pupils coming to school in our school uniform

Primary department

- Blue/ black/ grey trousers and joggers

- Navy/ red T-shirt/ polo short
- Navy/ red sweatshirt

Additional optional extras include fleece jacket, blazers, red gingham print dresses and school bags.

The school's dress code is based on The Dress Code for School's Policy:

<http://westlothian.gov.uk/sitecontent/documentlist/educationpolicy/dresscodeforschools>

Please note that in line with this policy, the following items of clothing are not allowed in school: football colours, clothing with a logo which could cause offence, shell suits.

Clothing Grants

Families in Receipt of Income Support, Income-based jobseeker's allowance, Employment and Support Allowance- Income Related or Working Tax Credit(WTC) or Child Tax Credit(CTC) (with an annual income of £15,860 or less) who submit a completed application form automatically receive a clothing grant for each pupil of school age. The current grant is £94.00 for each primary school aged pupil.

Families not in receipt of these specific benefits but in financial hardship may also be assisted depending on their situation. On receipt of an application in such cases, a report is called for from the Children and Young People Team regarding the families' circumstances. Alternatively, pupils will have the opportunity to be appropriately clothed by being able to access school and sports clothing through a school clothing store. For further information please contact the school. For further information please refer to the School Clothing Grants Policy:

<http://westlothian.gov.uk/sitecontent/documentlist/educationpolicy/schoolclothinggrant>

Attendance at School

In line with West Lothian Council policy, parents/ carers must report pupil absence by contacting the school office. Parents/ carers must notify the school by 9.30am on the first day the absence occurs and provide information on the nature of the absence along with an indication when the pupil is expected to return to school. If the school does not hear from the parent/ carer then they will be contacted by the class team. Absences caused by illness or special family circumstances e.g. a family bereavement are recorded as "authorised absences". Absences for all other reasons are recorded as "unauthorised absences". Please note holidays taken during term time are almost always recorded as "unauthorised absence". Further information and advice is available in Section 2 of this handbook or from:

<http://westlothian.gov.uk/sitecontent/documentlist/educationpolicy/attendanceatschool>

Enrolment at School

Parents seeking a place at Pinewood should initially visit the school, and then placing is allocated through SORG (senior officers review group) which meets several times a year.

Emergency Closure

In the event of an unplanned early closure e.g. severe weather parents will be contacted, via GroupCall, and the transport called. If parents are unavailable then emergency contacts will be contacted.

Parents are respectfully reminded of their responsibility to provide the school with up-to-date information to be used in the case of emergencies.

School Complaints Procedure

The school operates an "open door" policy and welcomes feedback from parents/ carers. Parent/ carers who have a concern they wish to discuss with a member of staff are asked to contact the school in person, in writing/ by email or by telephone. We aim to provide an acknowledgement within 48hrs and to arrange a mutually agreed time and date for a discussion within five working days. Usually concerns can be successfully dealt with at the initial stage, however, from time to time there may be a need to further investigate. In these situations a follow up meeting is arranged.

If parents/ carers remain unhappy with the school's handling of any concern then further advice is available from the Comments and Complaints Procedure for Education:

<http://westlothian.gov.uk/sitecontent/documentlist/educationpolicy/ComplaintsEducationPolicy>

School Policies and Practical Information

When a parent/ carer visit Pinewood they are issued with a Handbook. Copies of school policies including learning and teaching, behavior, language and communication, reading can be accessed are from the school. We are currently putting the policies on the school blog.

All school policy statements are based on advice and guidance from Education Services.

Education Services policies can be accessed online at:

<http://www.westlothian.gov.uk/sitecontent/documentslist/educationpolicy/?key=1778580>

Hard copies of council policies are available from the school, West Lothian libraries and from the Civic Centre on request.

School Meals

Pupils in Pinewood are offered a two course meal with a choice of main course, supplemented by bread and salads and which meet the new Scottish Nutrient Guidelines for School Meals.

Special dietary requirements will be catered for. Please contact the school 01506 656374 or Margaret at Blackburn Kitchen to discuss your child's requirements.

Please also advise the school immediately should your child have any allergies.

All pupils at Pinewood are entitled to free meals.

Breakfast Club

The Breakfast Club provides pupils with a healthy breakfast and offers the opportunity for them to sample and develop preferences for healthy options. The club is run during class time and replaces the morning snack.

Milk

All pupils in Pinewood are entitled to free milk.

For further information please refer to the School Meals and Milk Policy please contact Stuart Isbister , Pupil/Student Benefits Officer on 01506 281952 or by emailing stuart.isbister@westlothian.gov.uk or from the council website at: <http://www.westlothian.gov.uk/sitecontent/documentslist/educationpolicy/schoolmealsmilkpolicy2010>