Handbook
2026/2027



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Dear Parents/Carers

Welcome to Sprouston Primary School

The purpose of this handbook is to give you information about our school. The handbook is not intended to take the place of direct communication with you, which we welcome and strongly encourage.

We are committed to working in partnership for your child's care and learning and we look forward to developing a positive and helpful relationship with you and your family.

Sprouston is a small, rural school. Children and staff get to know each other well and work together in an environment of encouragement and support. Pupils are included and challenged as individuals and as part of the school team. Friendships develop within and across age ranges and children learn to be respectful and respected in a safe and caring place.

We plan for children to be motivated in their learning, and they are supported to achieve their best. Individual targets are set and worked towards with input from pupils and parents. The make-up of our class allows children to work at their own level regardless of age and stage. We follow Curriculum for Excellence which gives all children a broad, general education from age 3 – 18.

Sprouston is a partner school with Ednam Primary and is part of the Cheviot Learning Community; this ensures close working with other local primaries and Kelso High School.

Please do not hesitate to get in touch with myself or a member of staff at any time.

Yours sincerely

Barbara Shiel

Acting Head Teacher

About our School

Our school serves the village of Sprouston and surrounding rural areas. The school was built in 1966 and has 1 main open plan classroom with adjoining workspaces and activity areas, a second classroom which is used for music lessons and other group activities and a hall. There is an extensive outdoor area for play, P.E and gardening. The outdoor area has been recently developed, and the children really benefit from outdoor explorative learning and exploring.

The current school roll is 13 pupils in one P1-7 class.



The School Day

In keeping with all Scottish Borders schools, we work within an asymmetric week at Sprouston with four longer days on Monday – Thursday and one shorter day on Friday.

The times are:

Monday - Thursday	8.40 – 10.10 (break 10.10 – 10.30)	10.30 – 12.15 (lunch 12.15 – 1.00)	1.00 – 3.15
Friday	8.40 – 10.10 (break 10.10 – 10.30)	10.30 – 11.50 (brunch/break 11.50 – 12.20)	12.20 – 12.30

School Information

Address	Sprouston Primary School, Sprouston, Kelso. TD5 8HP
Telephone	01573 224873
E mail	sproustonps@scotborders.gov.uk (office)
SBC	www.scotborders.gov.uk

Website: **www.sproustonprimaryschool.co.uk**

Facebook: @sproustonprimaryandearlylearning

Staff Information

Staffing at August 2026

Headteacher	Mrs Barbara Shiel
Principal Teacher	Ms Bethany Jamieson
Playground Supervisor	Mrs Tamsin Ashby and Mrs Heather Waddell
Classroom/Additional Needs Assistant	Mrs Heather Waddell
Support for Learning Teacher	Mrs Vicki Wauchope
Teacher of P.E	Miss Denise Fairbairn
Teacher of Art	Mrs Jane Lowthian
School Administrator	Mrs Tamsin Ashby
Cook	Miss Katharine Kokot
Caretaker	Mr Dave Herriott

School term dates for 2026-27

Autumn term
Monday 17 and Tuesday 18 August 2026 - Staff resume, In service days
Wednesday 19 August 2026 - pupils resume
Mid-term holidays
Monday 12 to Friday 16 October 2026 - October holiday
Monday 19 October 2026 - In service day, staff resume
Tuesday 20 October 2026 - Pupils resume
Monday 30 November 2026 - St Andrew's Day Holiday - Schools closed
Tuesday 1 December 2026 – Cheviot Holiday – Schools closed
Tuesday 22 December 2026 - Last day of term
Wednesday 23 December 2026 - Tuesday 5 January 2027 - Christmas holidays

Winter/Spring term
Wednesday 6 January 2027 - All resume
Mid-term holiday
Friday 5 February 2027 - Last day of term
Monday 8 to Friday 12 February 2027 - Mid-term holiday
Monday 15 February 2027 - In-service day, staff resume
Tuesday 16 February 2027 - Pupils resume
Friday 26 March 2027 - Good Friday Holiday, Schools closed
Friday 2 April 2027 - Last day of term
Monday 5 April to Friday 16 April 2027 - Easter holidays

Summer term
Monday 19 April 2027 - All resume
Mid-term holidays
Monday 3 May 2027 - May Day Holiday
Tuesday 4 May 2027 - In-service day, staff resume
Wednesday 5 May 2027 - Pupils resume
Thursday 1 July 2027 - Last day of term

Vision and Values at Sprouston Primary School

We work towards the aspirations of Curriculum for Excellence and within SBC's Respectful Relationships policy, which states that all children will be successful learners, confident individuals, responsible citizens and effective contributors.

The Scottish Government's 'Getting it Right for Every Child' (GIRFEC) approach is about how practitioners across all services for children and adults meet the needs of children and young people, working together where necessary to ensure they reach their full potential.

Working with pupils, staff and parents we have developed what we feel are our key values in school. We regularly talk about our values and have used them to create our school charter which allows our rights to be protected and for us to have a happy, healthy and thriving school. Our Values are;

kindness **respect** **inclusion** **perseverance**

Partnership with Parents

Parent Council
All parents are invited to attend the Parent Council meetings and to put items on the agenda. Being an active member allows parents to be involved in their child's education and in the community of the school. The Parent Council's roles are:

- Fundraising
- Promoting the school.
- Improving parental communication with the school
- Consulting on all aspects of the school

The chairperson of the Parent Council for 2026/27 is Ellie Brewis. Please ask for her contact details.

A Message from the Sprouston Parent Council

We are an active group of parents who regularly get together for meetings to discuss what is happening at the school and ways to raise money, we are very proud of our school. We do a lot of fundraising, however due to covid we have not been able to do as much as we would like recently.

This past year funds previously raised have gone towards paying for our school website and transportation and tickets for several trips and a Halloween Disco.

We always welcome new parents to join us and make our school the best that it can be.

Ellie Brewis– Chair, Sprouston Parent Council 2026-27

Parental involvement and Consultation Meetings
Opportunities are provided for all parents to meet and consult with their class teacher. Formal consultations are arranged once year. There are several informal opportunities to meet including assemblies, performances and open sessions. Parents are welcome to make an appointment to speak to their child's teacher at any time throughout the school session. Parents have access to Showbie where they can see examples of the work their child has been doing, and we encourage parents to look at this and discuss this with their child regularly. There will also be termly curricular overviews shared on Showbie so parents can have a brief overview of what their child will be learning each term.
Reports are issued annually at the end of May.

Parent Helpers
We encourage parents to be involved in the life of the school through being helpers in the class or for special activities and trips etc. Those who help on a regular basis are required to have a Disclosure Check (PVG).

Curriculum

Curriculum for Excellence (2010) encompasses the following elements:

- The ethos and life of the school as a community
- a positive climate of respect and trust is established within the school based on shared values
- children are encouraged to contribute to the life of the school and to take on responsibilities

Experiences and outcomes
These set out learning outcomes under the three core areas of the curriculum, Language, Mathematics, Health and Wellbeing and the other areas Expressive Arts, Religious and Moral Education, Sciences, Social Studies and Technologies.

Interdisciplinary Learning
Children may learn through courses of study which link experiences and outcomes from more than one curriculum area to contextualise and deepen learning.

Personal Achievement
Children have opportunities to achieve within and out with the classroom.

Principles and Entitlements
The curriculum is designed based on the following principles:
challenge and enjoyment, breadth, progression, depth, personalisation and choice, coherence and relevance.

Areas of the Curriculum

Mathematics and Numeracy – this covers information handling, number, money, measurement and shape, position and movement

Literacy and Languages – within the contexts of Literacy, English and Modern Languages we cover Listening and Talking, Reading and Writing. Pupils in Primaries 1-7 learn French. German was introduced in August 2019 to P5-7 pupils.

Health and Wellbeing – covers mental, emotional, social and physical wellbeing, P.E, physical activity and sport, planning for choices and changes, food and health, substance misuse and relationships, sexual health and parenthood.

Social Studies – covers people - past events and society, People - place and environment and People in society, economy and business.

Sciences – Planet Earth, biological systems, forces, electricity, waves and materials.

Expressive Arts – Art and Design, Drama, Music and Dance.

Religious and Moral Education – exploration of meaning, value and purpose in life and the study of how such beliefs and values are expressed including through Christianity and World Religions.

Technologies – developments in society and ICT to enhance learning. Includes business, computing science, food & textiles and craft, design, engineering and graphics.

Global Citizenship – Within the curriculum and through our regular assemblies the children explore global issues and events. They learn about the UNCRC and how important that all their rights are recognised.

Curriculum for Excellence Levels
Most children will learn through the levels as listed below but this is dependent on individual needs and aptitudes.

- Early – the pre-school years and P1 or later.
- First – to the end of P4, but earlier or later for some
- Second – to the end of P7, but earlier or later for some.

Other Activities in and out of School
Additional activities are offered to children in different age groups during and out with the school day.
Each year we try to have a 6-week block of swimming lessons for all pupils, which are held at the Kelso swimming pool.
Our Sports Development Officer, Chris Fraser, is very active and supportive in organising additional sporting activities as are several coaches and volunteers.
Examples of activities are tennis, badminton, cricket, dance, golf and rugby.
We have regular lunchtime and after school sports clubs.
Several holiday activities are also offered in Kelso.

Inclusion and Additional Support for Learning

At any point in their school journey, a child or young person may require additional support with their learning. This support may be needed for a short period of time or over a longer term and may arise for a wide range of reasons. In Scottish education, this is referred to as Additional Support for Learning (ASL).

At our school, we are committed to providing an inclusive learning environment where every child feels valued, respected and supported to achieve their full potential. We recognise that children learn in different ways and that barriers to learning can arise for many reasons. Through high-quality teaching, effective support and partnership working, we strive to ensure that all children can participate fully in school life.

If you have concerns about your child's learning, wellbeing or progress, the first person to speak to is your child's class teacher. We use a staged intervention approach to identify, assess and meet individual needs. Support is planned in collaboration with children, parents/carers and, where appropriate, other professionals. This ensures that support is tailored to a child's strengths, needs and circumstances.

In line with the principles of the UN Convention on the Rights of the Child (UNCRC), children and young people are encouraged to share their views and participate in decisions about their learning and the support they receive. Parents and carers are key partners in this process and are involved in planning, reviewing and evaluating support arrangements.

Progress will be monitored regularly, and support will be reviewed to ensure it continues to meet the child's needs. Where additional advice or specialist input is required, this will always be discussed with parents/carers before referrals are made.
While we aim to resolve any concerns through positive partnership working, we recognise that disagreements can sometimes occur. Information about the local authority's complaints procedures, mediation services, independent adjudication and the Additional Support Needs Tribunal for Scotland is available on request.

The statutory framework for Additional Support for Learning is provided by the Education (Additional Support for Learning) (Scotland) Acts 2004 and 2009.

Further information and advice can be accessed through:

- Enquire – Scotland's advice service for Additional Support for Learning: www.enquire.org.uk
- Scottish Borders Council Additional Support Needs Service: www.scotborders.gov.uk/info/886/additional_support_needs

Sprouston Primary School – an A –Z

Assemblies
These take place weekly led primarily by Mrs Shiel. Class assemblies are held throughout the year, and you will be invited to attend these. Assemblies give a balance of opportunities to celebrate children's achievements, to support positive behaviour and moral development. Occasionally we have visitors who join us and led our assemblies e.g. the local minister, Police Scotland, SSPCA and local groups/authors.

Assessment
Assessment of children's progress and planning for next steps is on-going as part of the curriculum. Class teachers monitor this and record appropriately. There is also a programme of more formal screening and assessment at certain points in the school year.

Attendance and Absence
If your child is going to be absent from school, please let us know as soon as possible by telephone, 01573 224873 or email. Please tell the member of staff the reason for absence and likely return date. If your child does not come in to school or nursery and we have not heard from you, we will contact you as soon as possible.
Please keep the school updated with contact details. Addresses, emergency contacts and telephone numbers must always be correct.
We encourage children to arrive in time for school starting. If late, children are required to enter through the main school door and report at the office. Lateness is recorded in the school register.
We will contact you if your child's attendance drops below 90% or if your child has more than 10 lates in the year.

Child Protection
All staff in SBC schools follows the Scottish Borders Child Protection Committee's Inter-agency guidelines and procedures. The Child Protection Guidelines are available online www.scotborders.gov.uk/childprotection
If a member of staff is made aware of a concern or issue that could have child protection implications, usually through a statement made by a child, the member of staff has no option but to refer the matter to the Child Protection Unit (01896 662762). The Children (Scotland) Act 1995 states that the welfare of the child is paramount and this must always be the sole consideration for the school.

In making a referral staff members are not making judgements on the strength or truth of the child's statement but must follow procedures to support pupils and staff. An extensive training programme is in place to ensure that all staff are aware of their responsibilities and follow procedures correctly. The child's parents/carers will always be informed as soon as possible about such disclosures and any resulting actions. Other agencies may be involved in this such as social work staff or police. The school's Child Protection Co-ordinator is Miss Jamieson.

There is more about Child Protection at the end of this Handbook.

Classes – Composite Classes
There are composite classes at Sprouston Primary made up of several age groups of children. There is currently a P1-7 class comprising of primaries 1,2,3,5,6 and 7. The class sizes are relatively small, and pupils are treated as individuals as well as being encouraged to work co-operatively. All pupils follow programmes of work suitable to their stage and needs.

A copy of the SBC Composite Class Policy is available from www.scotborders.gov.uk

Communication
We are very aware of the benefits of strong communication, and we try hard to ensure there are appropriate methods for sharing information. Newsletters are sent home at the beginning of each month, and we make contact via Eduspot for certain matters such as emergency closures and reminders about deadlines etc. Groupcall is used to send text messages/emails to parents' phones. We also use the Parents Portal for permission slips for trips etc.

The school also has its own website and Facebook page which we use to share information and news about the school, these are updated regularly.

Letters are issued for specific purposes to classes or pupils. At times you will be asked for permission for your child to take part in an activity such as trips out of school.
Please check your child's bag regularly for letters and communications.

Please let us know of any significant information that may affect your child in school.

Concerns and Complaints
We want the school to be as good as it can be for you and your children. It is important that you tell us right away if you are not happy about something or want to know more. Please mention any matters to your child's teacher, either by speaking to her or sending in a short note. Alternatively, you may arrange to contact or meet the Head Teacher, and this may be able to happen immediately or by appointment. We will always listen to you, record and investigate any issues and get back in touch. We will try to resolve issues at school level but if you wish to talk to someone at Scottish Borders Council, please contact one of SBC's Quality Improvement Officers, Council HQ on 01896 824000.

Data Policy and Data Protection Rights
The ScotXed programme supports schools and local authorities by facilitating the collection, processing and dissemination of statistical information required for planning, management and monitoring of Scottish education services. Scottish Government will not publish or make publicly available any information that allows individual pupils to be identified, nor will data be used to take any actions in respect of individuals. The information collected is used for statistical and research purposes only. For further information visit the ScotXed website www.scotxed.net

There is more on Data Protection at the end of the Booklet.

Educational Visits
Field trips, activities and visits are arranged for classes to support and enhance learning and complement the curriculum. Pupils will make visits within the local area and further afield, including a residential trip for older pupils. We value outdoor learning and the benefits that educational visits can give. You will be asked to complete a permission slip for children to take part in outings.

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, they 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 to ways in which we can all help your child in school. In some cases, they 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 worries about your child, please contact 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 they may be able to work with you to support your child in school.
Please see **www.scotborders.gov.uk/EPS**

Emergency Closures
In the event of an emergency closure for example in severe weather, The Groupcall text/email system to parents will be used. It is possible that pupils not entitled to transport will remain in school until the end of the day and that the children who travel by bus will be collected and taken home. It is important that school and pupils know where they are to go in such circumstances.

See also Extreme Weather.

Enrolment Arrangements
Enrolment for P1 usually takes place in January for the following session in August (or a date after a child's third birthday for nursery children). As a rule, pupils accepted for enrolment for school should have reached the age of five by 28th February of the following year.
Nursery enrolments take place in November.

Pupils who live out with our catchment area can apply for a placing request online to SBC. This request would then be considered in line with staffing levels and a decision made. If a placing request is accepted them parents must arrange their own transport to and from school.

Extreme Weather
In the event of extreme weather decisions will be made locally about whether a school is able to open or not. In the event of the school remaining open it is the parents' decision as to whether it is safe for your child to travel to school. This absence would be recorded as authorised under extreme weather. It is possible that the school will remain open with fewer staff members if weather prevents some staff travelling to work. We will keep you up to date with any closures through Groupcall and the SBC website.

Getting It Right for Every Child (GIRFEC)
Getting It Right for Every Child (GIRFEC) is Scotland's national approach to promoting, supporting and safeguarding the wellbeing of children and young people.
At our school, GIRFEC underpins our approach to supporting learners. We work closely with children, families and partner agencies to ensure that support is provided

at the right time and in a way that recognises each child's individual strengths and needs.

Children and young people are encouraged to share their views and be involved in decisions that affect them. We value strong partnerships with parents and carers and believe that working together helps children to thrive and achieve their full potential.

Our approach is guided by the eight wellbeing indicators which help us consider whether children are:

- Safe
- Healthy
- Achieving
- Nurtured
- Active
- Respected
- Responsible
- Included

Where additional support is required, we work collaboratively with families and relevant professionals to plan and coordinate support in a way that is proportionate, child-centred and responsive to individual needs.

Further information about GIRFEC can be found on the Scottish Government website.

Homework
Homework gives opportunities for practice and consolidation of learning as well as for opportunities to find out information and carry out small projects. Homework also offers parents a way to be involved with their children's learning and is a positive contact between home and school.
Each pupil has a homework notebook, and further information will be given by the class teacher.

Holidays During Term Time – statement from Scottish Borders Council
Taking family holidays during the school term is disruptive to your child's education as well as having an impact on the other pupils in the class and the teachers. Parents should do everything possible to take their holidays during the designated school holiday dates and only in very exceptional circumstances consider taking holidays during term time. Parents are asked to accommodate this request in the interest of their own children and the smooth running of the school.

Time off school for family holidays is recorded as 'unauthorised'.

Learning Community
Sprouston is part of the Cheviot Learning Community and has links and works closely with schools and services in the Kelso and Jedburgh areas.

Our pupils have opportunities to meet with those from Ednam, Broomlands, Edenside, Morebattle and Yetholm at certain times throughout the year at sporting events and other activities. Transition activities are organised for our P7 pupils with their peers from other schools.

Medical Care and School Health Service
Minor issues such as bruises or abrasions are treated in school by staff, usually a first aider. When professional medical treatment is considered necessary or when a child is thought to be unfit to complete the school day, parents will be contacted and asked to collect the child

from school. It is important that we have a current emergency contact telephone number. If the contact cannot be reached a member of staff will ensure that the child is taken for medical help or cared for in school.

If it is necessary for medication to be administered through the school day a consent form, available from the school office, must be completed by a parent in advance. Please note that only prescribed medicines may be administered. It is parents' responsibility to inform the school of any special medical condition or requirement relating to their child. Because of allergies we ask that children do not bring foods containing nuts into school.

Parents will be told of visits to school by health professionals, for example for flu immunisation. All pupils will be seen at times for screening purposes – eyes, ears and teeth and if there are any concerns parents are informed immediately. The School Nurse service visits regularly. Referrals can be made to Occupational Therapy, Speech and Language Therapy, Physiotherapy and other services.

Meeting Pupils' Needs
All children are appropriately supported in their learning. Consultation takes place between staff who work with children, and input and support are planned as necessary. A Support for Learning Teacher is in school for a morning each week and they work directly with pupils who, for whatever reason, need additional support for learning. This teacher also acts as a consultant to the class teacher and Pupil Support Assistant (PSA). Pupils may be withdrawn from class to have the help of a specialist, or they may be given support in a class situation, whichever is deemed to benefit the child. Parents are invited to discuss the support children receive in school.
We regularly work with other professionals who support staff and pupils, including the Educational Psychologist, Behaviour Support, Home School Link Worker, Speech and Language Therapist, School Nurse, Dental Health and others.

Nursery – Early Learning and Childcare (ELCC)
We are not currently running a Nursery, however, if we were to receive enough applications for enrolment, we would be able to consider reopening it for the next session.
Our nursery class provides a nurturing and stimulating environment for the introduction and developments of learning and socialisation for children from the age of three. The pre-school class is now referred to as ELCC4 and ante-pre ELCC3.

Parking and Safe Routes to School
There is no parking for parents in the school grounds. You are advised to park along Dean Road and cross the Green to school. Transported children are dropped off at the school gate.

Children regularly walk along the path to the village hall when high viz vests will be worn; great care is taken as part of the route is alongside the main road.

Partner School
Sprouston Primary School is a partner school with Ednam Primary. This means that there is one Headteacher and one Principal Teacher for both schools. Mrs Shiel, the Headteacher divides her time between the schools and can be contacted at either school. There are many opportunities for pupils to come together, for example for the P7 residential excursion, sporting events and transition activities.

Playground Supervision
Playground supervision is in place from 8.25 and at all break times. Pupils are expected to be respectful towards the adults and to follow instructions given.

Positive Behaviour
We aim to provide a positive learning environment and to have fair and consistent approaches in school. We promote positive recognition and encourage care and respect for each other in line with the UNCRC

Pupils receive positive recognition through:

- Verbal/written feedback from all members of staff
- House-points, stars, stamps and stickers
- Certificates at assembly

When concerns about behaviour are ongoing, we will work closely with children and their families to understand the reasons behind the behaviour and identify supportive strategies to help. Parents/carers will be kept informed and involved in planning next steps.

We believe in recognising and celebrating progress, no matter how small.
Most situations can be resolved through discussion, reflection and restorative approaches. However, some behaviours require immediate referral to the Head Teacher, particularly where there is a risk to the safety, rights or wellbeing of pupils or staff, including physical aggression, abusive language or other serious incidents.

SBC has a policy describing the circumstances in which as child may be excluded from school. www.scotborders.gov.uk

Pupil Involvement
We are committed to ensuring that all pupils have a voice and are actively involved in decisions that affect their school experience. In line with children's rights, we regularly seek and value pupils' views on matters relating to learning, wellbeing and school improvement.

All pupils have opportunities to contribute to the life and work of the school through a range of pupil voice groups, including the Eco Committee, Outdoor Learning Group and House Events Committee. Alongside these groups, our Pupil Council, with representatives from P1 to P7, provides a forum for pupils to share ideas, raise issues and help shape school developments. All P6 are appointed as Junior Road Safety Officers, and they have a role in promoting this through assembly presentations and competitions.

Pupils are encouraged to take an active role in planning and reviewing their own learning and are consulted on their thoughts, ideas and aspirations for the school. We recognise the importance of providing meaningful leadership opportunities and empowering children to contribute positively to their school community.

All pupils are allocated to one of our houses: Burleigh, Dickson, Thomson or Waldie and house captains are appointed. Friendly competition is encouraged between houses within classroom and sports activities. We always try to place siblings in the same house.

School Improvement Plan and School Improvement Report
The school produces an annual Improvement Plan where the priorities and developments for the session ahead are set out. A School Improvement Report is also produced annually with a summary issued to parents through the parent council.

Our strengths from last year;

- Our schools are committed to inclusive practice, with staff confidently applying evidence-based approaches to support neurodiverse learners, strong partnerships with families and specialist agencies, and a whole-school focus on ensuring every child feels valued, included, and able to thrive.
- Our schools have a strong culture of continuous improvement, underpinned by effective professional collaboration, meaningful learner participation, robust assessment and moderation practices, and a shared commitment to delivering high-quality learning experiences that support progress and achievement for all children.
- Our schools have strengthened Health and Wellbeing provision through a consistent, collaborative approach that promotes pupil voice, supports positive mental wellbeing, and ensures progressive learning through the effective delivery of RSHP and a shared curriculum across both settings.
- Our schools provide a wide range of meaningful leadership opportunities that empower pupils to take responsibility, influence decision-making, lead positive change, and contribute confidently to both school and community life.

Priorities for this year;

- Raise attainment through high-quality teaching, assessment and data-informed decisions throughout school.
- Ensure all children are safe, supported and included through proactive, relational and integrated practice.
- Continue to develop a coherent, relevant and inclusive curriculum that supports pathways, knowledge and skills for all.
- Develop confident collaborative leadership to drive sustainable improvement, innovation and equity.

School Meals
School meals are available at a cost of £3.20 for a two-course meal with the choice of two traditional dishes or a soup and sandwich option plus a drink of milk or water. The meals are cooked daily in our kitchen. Provision is also made for children to eat packed lunches. No glass bottles, fizzy drinks or sweets should be brought to school. Lunches are ordered using the online Parent Pay platform. You will be sent a username and password to allow you to register for this. All P1-5 pupils receive a free school lunch.

Free meals are available for eligible P6-7 pupils and application should be made to Scottish Borders Council (SBC) and permission granted. Application forms may be obtained from the SBC website or the school office.

Security
Children enter school through classroom doors when the bell rings or through the main door at other times. If they arrive late in the morning pupils must report to the school office. Parents and visitors must enter via the main door where a security system is in place. Visitors and parent helpers should sign in at the office.

Transitions
Transition arrangements include staff meetings, sharing of information and parent and pupil visits. A parents' information meeting is held in June, and children and parents are invited to

sample a school meal in the summer term. If children attend a pre-school setting, staff will make a visit to meet the child in the familiar setting and to speak to staff.

As children move up classes transition arrangements are in place to ensure their learning experiences continue progressively and that learning needs are understood.

Pupils normally transfer to Kelso High School (KHS) at the end of P7. Throughout the P7 year there are several transition activities, including visits to the high school and visits to Sprouston by KHS staff. You will be invited to a meeting prior to transfer.

Transport and School Buses
Transport to and from school is organised by Scottish Borders Council for pupils who live more than 2 miles from school. Pupils travelling on school transport are issued with a permit. Only pupils with permits may travel on school transport. Times and venues for pick up and drop off are sent to parents with the permit. Any issues with times or permits should be referred to Scottish Borders Council Passenger Transport Department.
There are separate arrangements for children travelling from Northumberland, please ask at the school office for information.

Parents are asked for confirmation of travel arrangements at the beginning of the year and are then asked to inform the school in the morning about any short-term changes in the normal transport arrangements for their children's return home at the end of the day.
For the children's safety it is important that the school is informed if a pupil is to be collected by a person other than the parent.

Uniform and Clothing
We actively encourage the wearing of school uniform at Sprouston Primary. Apart from being practical and comfortable it gives a sense of pride and community within the school and when out and about on trips etc. The school uniform is a navy-blue sweatshirt or cardigan with the school logo. Pupils are asked to wear a white polo shirt and grey, black or navy trousers/shorts or skirts.
In the summer months girls may choose to wear a blue and white gingham dress.
P7 pupils are able to purchase and wear a teal P7 sweatshirt to wear throughout the year before they get their Leavers Hoodie towards the end of the year.

Sweatshirts, cardigans, jackets, fleeces and polo shirts may be ordered throughout the year. Please order online at www.border-embroideries.co.uk. Orders can be delivered to the school free of charge or to a home address for a fee.
All items of clothing and other belongings should have the child's name clearly marked.
We discourage pupils from wearing certain items of fashion clothing, jeans, football shirts and unsuitable footwear. For safety reasons pupils should not wear high heels, bulky rings or bracelets or earrings other than studs. Jewellery should not be worn during P.E lessons.

Clothing and footwear grants are available through welfare benefits – see Scottish Borders Council website or ask at the school office for further information.

Young Carers
A young carer 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. Several young carers do not always identify themselves or wish to be identified.
Young carers undertake several 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 school activities therefore missing out on the social aspects of school.
Within Sprouston Primary School we want our young carers to enjoy school and 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.
https://www2.gov.scot/Topics/Health/Support-Social-Care/Unpaid-Carers/Implementation/Carers-scotland-act-2016

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."

The Council will implement measures to promote awareness of BSL and the use of BSL, with the long-term goal being that across Scotland information and services will be accessible to all BSL users*.

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.

*Whenever we refer to 'BSL users' we mean D/deaf and /or Deafblind people (those who receive the language in a tactile form due to sight loss) whose first of preferred language is British Sign Language

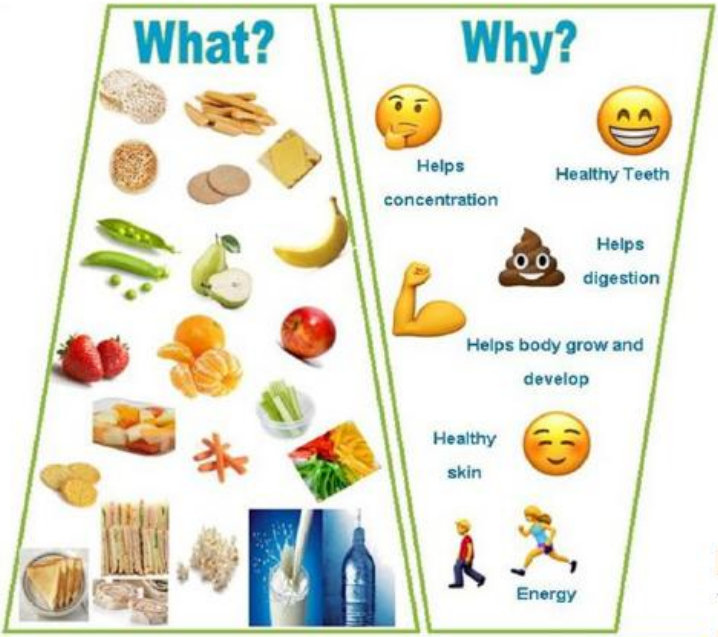
Creating healthy childhood experiences is a shared responsibility for all. Working together we can ensure all children and young people have a sense of belonging, self-worth and self-confidence to achieve their unique potential.

Healthy Beginnings

Safe • Active • Included • Responsible • Respected • Achieving • Healthy • Nurturing

Top Tips

- Start your day with a healthy breakfast
- Eat more fruit & vegetables
- Keep food and drinks containing sugar to a minimum
- Enjoy family meal times
- Brush teeth at least twice a day - 'Spit, don't rinse!'
- Register with a local dentist
- Ask your dentist about fluoride varnish
- Be active, move more
- Explore different kinds of play and physical activity everyday
- Increase outdoor learning
- Reduce screen time - Phones, Tablets, PCs & TV
- Think of the 4 Bs- Bath, Brush Book & Bed



Healthy eating and physical activity are essential for positive growth and development .

Healthy snacks are provided during your child's ELCC journey, continue to give these types of snacks for your child to have at break times throughout primary school.



Bottles used in class should be filled with plain water only.

Good hydration makes a difference to how children think, feel & function!

Contacts

Joint Health Improvement Team: health.improvement@borders.scot.nhs.uk

Food & Nutrition Coordinator: Hazel.Scott@scotborders.gov.uk

NHS Borders Oral Health Promotion: Helen.brand@borders.scot.nhs.uk

NHS Borders

Scottish Borders Council

Helping your Child to Grow, Learn and Play

Healthy eating and physical activity are essential for growth and development.

Healthy snacks have been provided during your child's ELCC journey, continue to give these types of snacks to your child to eat at break times throughout primary school.

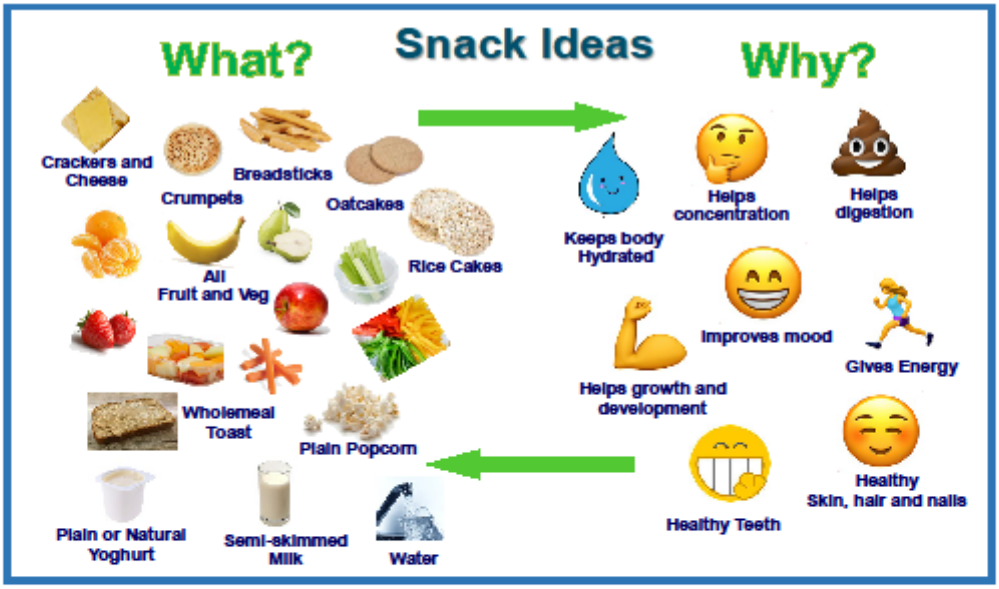
Top Tips for Eating Well, Feeling Good and Being Active

- Eating Breakfast gets the day off to a good start
- Enjoy a variety of foods and eat together when you can
- Eat plenty of fruit and vegetables
- Limit food and drinks high in sugar, fat and salt, especially at snack time
- Be mindful of portion size
- Eat 3 meals a day with healthy snacks in between

- Brush your teeth at least twice a day – "spit don't rinse"
- Register with a local dentist
- Ask your dentist about fluoride varnish

- Enjoy being active everyday
- Reduce time spent on phones, tablets, computers and watching T.V

- Think of the 4 B's - Bath, Brush, Book and Bed to encourage a good sleep routine



Keep Hydrated - Hydration helps improve concentration, mood and digestion

- Offer 6-8 cups of fluid a day
- Water or semi skimmed milk are best and will not damage teeth
- Bottles used in class should be filled with **plain water only**



NHS Borders | Scottish Borders Council

Produced by Borders CHW Service: Fit4Fun Families
November 2022

Scottish Borders Fit4Fun Families

Scottish Borders

Fit4Fun Families



Fit4Fun Families

Fit4Fun Families is a free family focused healthy lifestyle programme which offers practical tips to help support children, young people (0-18 years) and their families, eat well and be active

We can support you to make positive lifestyle changes and work with you to identify specific goals that you would like to achieve

Service user feedback:

"We have really enjoyed the Fit4Fun Families programme. It was arranged at a time that was convenient so we could both participate. Sessions have been fun and informative and at a level that suits the age of any child"

"We have learned a lot over the past few weeks, which has been fun and helpful. We've been keeping up with the goals that we set. We would highly recommend this group to any parents looking to know about how to eat healthily with their kids"

If you would like some more information or would like to join the programme, please contact us on:

Tel: 01896 826447

Email:
Child.HealthyWeightService@borders.scot.nhs.uk

You can self-refer into our service or if you prefer you can speak to your GP, Health Visitor, School Nurse or another health professional



Produced by
Borders Child Healthy Weight Service:
Fit4Fun Families
October 2022

NHS Borders

Scottish Borders Council

Information for Parents – exclusion periods for common illnesses

Impetigo	
How it is passed on	Direct or indirect contact with pus or blister
Incubation Period	1 to 3 days
Infectious Period	As long as pus is present
Exclusion	Until the sores have healed for 48 hours or antibiotics have been taken for 48 hours

Diarrhoea & Vomiting	
How it is passed on	Through poor hygiene e.g. lack of hand washing or virally.
Incubation Period	Usually 3 – 5 days
Infectious Period	Throughout the course of infection, often several days into weeks.
Exclusion	May return after 48 hours from the last episode of vomiting or diarrhoea.

Influenza	
How it is passed on	Respiratory droplets & airborne spread.
Incubation Period	1 – 5 days
Infectious Period	3 to 5 days from the onset
Exclusion	Until clinically well

Conjunctivitis	
How it is passed on	Contact with discharges from infected persons, clothing or other articles
Incubation Period	24 – 72 hours
Infectious Period	During the course of active infection.
Exclusion	In the acute stage and after symptoms are resolving or as directed by your GP

Scarlet Fever (Scarletina)	
Description	Acute tonsillitis, fine reddish rash over most of the body, tongue resembling a strawberry
How passed on	Direct and indirect contact with cases or carriers.
Incubation Period	1 – 3 days
Infectious Period	While the organism is present in the throat or nose
Exclusion	48 hours after antibiotics are started.

Chicken Pox	
Description	Mild fever, rash like for a few hours, blisters for 3 to 4 days and leaves a scab when dry
How passed on	Person to person by direct contact is also airborne. The scabs are not infectious
Incubation Period.	From 2 – 3 weeks, commonly 15 – 18 days
Infectious Period	Can be 5 days, usually 1 - 2 days before the onset of the rash but not more than 5 days after its appearance
Exclusion	For 5 days from the onset of the rash or until vesicles become dry, whichever is longer

Tonsillitis	
Description	Pain in the throat and trouble swallowing, as this is a viral infection antibiotics are not required except in streptococcal infection where antibiotics are recommended. Symptoms get worse over 2 – 3 days then gradually go within 1 week.
How passed on	Airborne droplets, hand contact or kissing
Incubation Period	Depends on the cause
Infectious Period	Depends on the cause
Exclusion	None, but the child may be too unwell to attend.

Head Lice (Pediculosis)	
Description	Infestation of the head with lice, larvae, and nits (eggs) causing severe itching.
How passed on	Direct contact or indirect contact with shared clothing or combs and brushes
Incubation Period	Eggs hatch in 7 10 days and are sexually mature in 12 days.
Infectious Period	As long as the eggs or lice remain alive
Exclusion	None: treat with an appropriate preparation (chemical)

German Measles (Rubella)	
Description	Mild fever, pinpoint red spots, enlarged lymph nodes behind the ears.
How passed on	Direct person to person contact by respiratory droplets.
Incubation Period	Most commonly 16 – 18 days
Infectious Period	1 week before onset of rash and at least 4 days after rash appears
Exclusion	For 5 days after onset of rash.

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 attained 18 years. 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 above. We 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 our website:
https://www.scotborders.gov.uk/info/20016/have_your_say/155/make_a_complaint/1

Keeping our child 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-ordinator for the setting is the Headteacher.

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 752111 (Out of office hours that covers all areas)

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

Other Information

Employment of Children
Children under the statutory school leaving age can only be employed within the terms of the bye-laws on the Employment of children. These regulations allow anyone to be employed at 14 years but under certain circumstances children under 13 years of age can be employed, and for those over the age of 13 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. Forms and application forms are available from the school office. Further details can be obtained from HQ Operations, Children & Young People Services, Scottish Borders Council, Newtown St Boswells, TD6 0SA

Further information can be found at:
https://www.scotborders.gov.uk/info/20025/licensing/670/employment_byelaws_for_children_and_young_people/1

Useful Links

ParentZone Scotland - https://education.gov.scot/parentzone

Education Scotland - http://www.education.gov.scot
Skills Development Scotland – http://www.skillsdevelopmentscotland.co.uk

GDPR - https://www2.gov.scot/Topics/Statistics/ScotXed/SchoolEducation/ESPrivacyNotices

Disclaimer
Information provided is correct at the time of printing. It is possible that there may be some inaccuracy by the time this document reaches you.