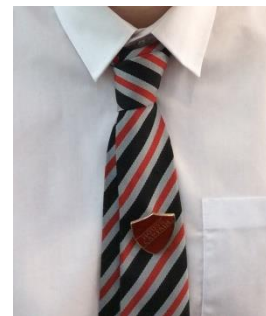


St Anthony's RC Primary School

*A place of learning and growing through
faith, love and respect*



School Handbook 2023/2024

The information contained within this section refers to the day-to-day running of our school and is relevant to St Anthony's and our pupils

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St Anthony's History

The first St Anthony's Roman Catholic School was opened in 1907. It was both a school and a church when the dividing partitions were pulled opened.

It became purely an educational building in 1925 when the church moved to the Territorial Building on James Street.

The current school opened in 1977 and had its first extension in 2007 followed by a further extension in 2016.

The catchment area for St Anthony's is Armadale, Blackridge and Westfield and St Anthony's is denominational and provides for nursery children and Primary 1 to Primary 7.

Our building consists of 10 classrooms, 1 large PE hall and a separate dining hall, 1 support for learning room and a large library. We also have a large playground with a MUGA pitch.

St Anthony's Primary School has an active link to the local community and the Parish of St Barbara's. We also have strong links with St Kentigern's Academy and the cluster primary schools.

Contact Details

St Anthony's Primary School
87 South Street
Armadale
Bathgate
West Lothian
EH48 3EU

Denomination: Roman Catholic

Telephone Number: 01501 731668

Nursery Telephone Number: 01501 733183

Website: <https://www.stanthonysprimary.westlothian.org.uk>

Email: wlanthonysps@westlothian.org.uk

Twitter: @StAnthonysPS

School App: School App for Parents

Present School Role: 202

Present Nursery Role: 24(AM), 23(PM) and 14(Full days)

Head Teacher: Mrs Johanne Gardner

St Anthony's Staff Team

The staff that your child will get to know

Head Teacher
Principal Teacher

Mrs Johanne Gardner
Mrs Elizabeth Canning

Teaching Staff

Miss Sloan
Miss McLean
Mrs McGill
Mr Paterson
Mrs Doghudge
Mrs Moffat
Mrs Wilson
Miss Colvin
Miss Hoey
Miss Devanney
Mrs Llaza
Mrs Campbell

Pupil Support Team

Mrs Moore
Mrs Hutton
Mrs Wylie
Miss Brady
Miss Connolly
Mrs Allen

Administrative Assistant

Mrs Whelan
Mrs Currie

Early Learning and Childcare Team

ELCASM
Early Years Officer
Early Year Practitioners

Mrs Notman
Miss Watt
Mrs Bett
Ms Curran
Mrs Bostock
Mrs Simpson
Mrs Nicol
Miss Adam
Mrs McNee
Miss McNee

Nursery Pupil Support

Miss McNeill

Our Vision and Values

A place of learning and growing through faith, love and respect.



Our school values were chosen by the whole school community in 2019

Respect

Love

Faith

Confidence

Achievement

Honesty



Our School Day

Start of School Day	8.50am	
Morning Break	10.30-10.45	
Lunch Break	12.15-1.00 12.30-1.15	P1, P1/2, P2/3, P3/4, P4, P5, P5/6, P6, P7
End of Day Monday to Thursday	3.15pm	
End of Day on Fridays	12.25pm	

School term dates and holidays can be accessed online at:
<https://www.westlothian.gov.uk/schoolholidays>

Partnership and Communication with Parents

We operate an open, honest and responsive policy with regards to questions raised by parents. Should you have any complaints or concerns, please raise these with the class teachers, Head Teacher or Principal Teacher in the first instance.

We pride ourselves on strong communication with our parents and families. We have the school website <https://www.stanthonysprimary.westlothian.org.uk> where you can find all up to date information about the school.

We also have a range of online methods to communicate with parents and families including regular updates through the school app, e-mail, teams and Seesaw. You can also find School life and activities can be viewed on our twitter page @StAnthonysPS.

The school produces regular calendars with events throughout the school year, with events that the parents/carers and families can become involved with.

Parent Council

All parents are automatically members of the Parent Forum and will be entitled to have a say in what happens at the school. We have an active and supportive Parent Council and all parents are welcome to attend any of the meetings which are held approximately every second month.

The role of a Parent Council is to:

- support the school in its work with pupils
- represent the views of all parents
- encourage links between the school, parents, pupils, pre-school groups and their wider community
- report back to the parent forum.

The Curriculum

The curriculum is defined as, all the learning experiences which your child will encounter during his/her time at school. Curriculum for excellence strives to transform education in Scotland by providing an improved, more flexible and enriched curriculum for all young people aged 3 to 18.

We endeavour to provide a broad, coherent and relevant curriculum which enables our pupils to become:

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

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

Our Curriculum Rationale

We have developed our curriculum rationale based on the vision and values of our children, parents, staff and community partners.

In St Anthony's Primary, our curriculum provides a welcoming, inclusive, nurturing and respectful environment where every child is valued as a unique individual.

Our strong Catholic principles and Christian values are embedded in the schools culture, making us a highly respected centre of learning within our community.

Our staff has a innovative approach to teaching a variety of life skills to prepare children for the ever-evolving world of work. This is exemplified by a strong focus on literacy and numeracy skills and the health and wellbeing of all pupils.

All children are valued and achievements are recognised and celebrated with a strong commitment to meeting the needs of every child.

St Anthony's Primary enriches children's lives by providing opportunities for learning and social experiences within and out-with the school community.

Literacy and Languages

The development of each child's language is pursued through an integrated programme of language work involving listening, talking, reading and writing. Early reading material is based on the child's own natural language, progressing thereafter, through a book banding scheme. As the child pursues their reading through appropriate fiction and non-fiction material, they also learn skills of comprehension and reference to help them understand more of what they read and to assist them in looking for information. Alongside this they will develop the necessary skills of spelling, punctuation, language structure and handwriting, each at a level appropriate to the child's needs.

Within our cluster we have adopted a 1+2 approach to language where the children will learn French from Nursery to Primary 7 and Spanish introduced from Primary 5.

Mathematics(Numeracy)

At St Anthony's Primary we deliver a rich numeracy and mathematics curriculum, ensuring that our learners develop a secure understanding of mathematical processes and concepts that will enable them to develop skills for the wider world. Staff have an innovative approach to teaching a variety of life skills to prepare children for the ever-evolving world of work and our curriculum supports learners in developing the essential numerical skills and mathematical reasoning that they will need to participate fully in society. We offer learning opportunities that are context rich and tasks are designed to encourage pupils to transfer skills and prior knowledge. Pupils participate in a wide variety of learning experiences and staff plan for opportunities for assessment, both summative and formative, to provide information for next steps, supported by the moderation cycle.

The study of mathematics is to be found everywhere in the child's environment and our children are given the opportunity to explore and discover mathematical relationships in the spaces and shapes around them. We aim to provide the children with the experience necessary for the development of mathematical thinking. Our mathematics programme as a broad base. We teach our children basic skills and provide them with opportunities to apply their skills in practical, real-life and problem solving situations.

We have also adopted a number of teaching methods and interventions to enhance these skills which are:

Number Talks

5 Minute Boxes

IDL Numeracy

SEAL

CPA-L –Concrete, Pictorial, Abstract and Language

Digital Learning

Health and Wellbeing

As a health promoting school and within a progressive framework, children are provided with opportunities to explore their feelings and emotions, to understand physical factors in relation to their health and to develop a sense of social responsibility. Promoting health at school is embedded in the variety of activities offered during the school day and in extra-curricular activities. Children participate in the Daily Mile and regular class PE sessions as well as a session with our PE Specialist. We also have Sustrans who encourage outdoor learning and healthy activities throughout the school year. Health Week and Sports Day are yearly events.

All children have an opportunity to be members of the active Pupil Committees which meet regularly.

Sciences

Through learning in the sciences our children will develop their interest in and understanding of the living, material and physical world. Our science programme will allow the children to develop a curiosity and understanding of their environment, develop skills of enquiry and investigation using practical techniques and recognise the impact the sciences make on their lives, the lives of others, the environment and on society. We also use STEM to advance our children's science experiences through knowledge and capability required to adapt and thrive in the fast-paced, changing world and economy around us.

Technology

Learning in technologies allows our children to develop skills, knowledge, understanding and attributes through creative, practical and work-related activities across a range of areas.

Information and Communication Technology (I.C.T.)

At St Anthony's Information and Communication Technology is embedded in teaching and learning throughout the curriculum.

Teachers increasingly use the latest developments in educational I.C.T (e.g. Interactive Smartboards, data projectors, computers, tablets digital videos etc.) to deliver all aspects of the primary school curriculum. In addition children are encouraged to use I.C.T in many different ways in the course of their studies.

St Anthony's is equipped with a number of laptops, probooks and tablets which are available for use by all children with access to the school internet system.

Religious Education

Our Religious education is focused on “This is our Faith,” a religious and moral programme approved by the Bishops’ Conference of Scotland. We maintain close links with the Scottish Catholic Education Service and make use of their approved materials and resources as well as their guidance in the teaching of RE in our Roman Catholic School.

All pupils enrolled are taught the devotion of prayers of the Catholic Church. Prayers are said in class when children arrive in school, before lunch, after lunch and at the end of the school day.

Pupils take part in the celebration of Catholic Mass both at The Sacred Heart of St Anthony’s Church and in school. The school year observes the Catholic calendar of seasons and feasts including Advent, Christmas and Lent, which incorporates receiving ashes on Ash Wednesday, Easter and Holy Days of Obligation.

Father Sebastian is a spiritual chaplain of the school and unless parents advise our Head Teacher to the contrary, all pupils will be expected to take part in the religious observance of the school.

Social Studies

Through Social Studies our pupils will develop their understanding of the world by learning about other people and their values, in different times, places and circumstances; they will also develop their understanding of their environment and of how it has been shaped. Our Social Studies programme is divided into three main areas:

People, past events and societies

People, place and environment

People in society

Expressive Arts

Learning in the Expressive Arts enables children to develop important skills within art, music, drama and dance. Children learn to be creative and express themselves in different ways, whilst building their confidence and self-esteem. At St Anthony’s, pupils have many opportunities to be involved in a range of activities and performances through assemblies, concerts, festivals, choir performances, art competitions and much more.

Assessment and Reporting

Assessment is an integral part of the teaching process and your child will be continually assessed during their school career. The results of the assessment process allow teachers to form next steps in your child's learning.

In 2017 the Scottish Government introduced SNSA – Scottish National Standardised Assessments for aspects of literacy and numeracy. All children in P1, P4 and P7 are assessed once a year in aspects of reading, writing and numeracy. These results form part of the overall assessment information about your child.

Your child's progress will be reported to you regularly so that you know how well your child is doing. We hold two Parents' Evenings each year for discussion with your child's teacher. These are held in October and March. In addition, we will issue a written report in June detailing progress throughout the session.

Support For Pupils

St Anthony's is committed to Getting it Right for every Child. We recognise that all children need support in their learning at some stage. Some children need more support than others and this support comes from many sources. These can include, for instance, extra teacher-help, Head Teacher in-put, the use of a Visiting Specialist and with parental knowledge, advice from the Educational Psychologist or health professionals.

We also have a Support for Learning teacher whose role is to support any child, or groups of children, who may need assistance. This may be in reading, numeracy or any other aspect of the curriculum.

Extra-Curricular Activities

We aim to provide different extra-curricular activities throughout the session. Clubs are offered to different stages and are available at lunchtime and after school.

Instrumental Tuition

The Council has a brass instructor who will assess the children in P5 that express an interest in learning to play an instrument. Successful children are given a place if one is available or placed onto the waiting list. Parents are asked to sign a contract to ensure regular practice and proper care of the instrument. There is an annual charge for the West Lothian Instrumental Music Service.

Enrolment and Transition

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

Each home address has a catchment denomination (Roman Catholic) school and a catchment non-denominational school for both primary and secondary education. Pupil Placement deals with all applications for pre-school and all applications for August intake of Primary 1 (P1) pupils and Secondary one (S1) pupils. Schools deal with applications for other stages including P1 after the pupils start school. To apply for a place, you must fill in an application form. Application forms can be obtained on the West Lothian Council website.

To contact Pupil Placement e-mail pupilplacement@westlothian.gov.uk or phone 01506 280000

Nursery / Primary 1

Pupils attending their pre-school year in nursery will be involved in an early years transition programme with opportunities to become more involved in school life and meet some of the school staff. In addition to this there is a 1 day transitions for the whole school in June allowing staff and pupils to become familiar with the next session's class.

Primary 7 Transition

St Anthony's Primary School is part of St Kentigern's Academy Cluster. Primary 7 will receive a transition programme to ensure a smooth transition to Secondary. We work in partnership with our Secondary colleagues to support young people in their transition.

St Kentigern's Academy contact details:

Head Teacher: Mr A Sharkey, 60 W Main St, Blackburn, Bathgate, West Lothian, EH47 7LX

Telephone: 01506 656404

Email: wstkentigerns-ac@westlothian.org.uk

Promoting Positive Behaviour and Relationships

Our welcoming inclusive atmosphere promotes a climate of mutual respect and trust based on shared values and positive, supportive relationships. High expectations of behaviour are clear throughout the school. Visitors to our school are always impressed by our children's behaviour and manners.

Where possible, we try to encourage children through the use of praise, certificates, our values wall, T with Mrs G and House points.

Occasionally, consequences are required for instances of inappropriate behaviour. These are restorative and seek to support our young people in talking about their actions to raise their own behavioural awareness.

Houses

As part of our positive behaviour strategy we have four houses where children can receive tokens for their house. The system is based on merit awards through which children can be rewarded for academic and non-academic achievements, for effort, for being caring and helpful and for all aspects of good work and behaviour.

Our Houses are:

- St Bernadette
- St Francis
- St Joseph
- St Margaret

Equality and Fairness

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

Our aim is to promote self-esteem and a positive self-image in every pupil. Self-respect and respect for others is a priority.

We aim to maintain an environment which is free from bullying, racism and other forms of discriminatory behaviour. We value your support in maintaining this ethos.

School Uniform

At St Anthony's has its own dress code for the whole school, based on the West Lothian Council policy which all pupils are expected to follow. Our school uniform consists of:

White shirt / polo shirt
School tie
Black skirt / pinafore / trousers
Black or red jumper or cardigan
Black shoes

PE Kit

White polo shirt
Black gym shorts
Black gym rubbers / trainers

No football colours
No jewellery

Our uniform supplier is Border Embroiders

<https://www.border-embroideries.co.uk/schools/st-anthonys-primary-school.html>

Parents can order school uniform items from our supplier using the link above and have them delivered directly to their home.

The Council will not be responsible for loss of or damage to pupils' clothing and personal belongings including mobile phones. Valuable items, including jewellery and unnecessarily expensive articles of clothing, should not be brought to school. The Council's Dress Code for Schools Policy is available online at westlothian.gov.uk.

Clothing Grants

School Clothing Grants are available to parents in receipt of a qualifying benefit; application forms are available online.

Families in receipt of Income Support, Income-based Jobseekers' Allowance, Employment Support Allowance, Working Tax Credit and/or Child Tax Credit (with an annual income of £16,105 or less and Universal Credit (where "take-home pay" does not exceed £1342 can receive a clothing grant for each pupil of school age.

For further information please refer to the School Clothing Grants Policy:
<https://www.westlothian.gov.uk/schoolclothinggrants>

Help is also available from the West Lothian Council Advice Shop:
<https://www.westlothian.gov.uk/advice-shop>

Attendance

Please help us develop in your child a regular habit of good time keeping. If circumstances arise when your child is unavoidably late please provide a note of explanation.

In the event of illness please contact the school office by telephone on the first day of absence by 9.30am. If the absence is planned, as in the event of a family holiday, a letter of explanation should be sent prior to departure.

The Scottish Government has issued a directive informing local authorities that, due to the impact absences during term-time have on children's learning, any such absences will be recorded as unauthorised. Family holidays should therefore be taken out-with term times. If, in exceptional circumstances, you wish to take your children out of school, you must make your request to the Head Teacher in writing.

Please refer to the Attendance at School Policy for further information:

<https://www.westlothian.gov.uk>

Breakfast Club

The Breakfast Club provides pupils with a healthy breakfast and offers the opportunity for children to sample and develop preferences for health options. The Club aims to establish positive relationships at the start of the school day, helping to reduce lateness or poor attendance and improve attitude, behaviour and motivation to learn. All pupils are entitled to a free breakfast. The Breakfast Club starts at 8.20 and stops serving at 8.40am.

School Meals

Pupils in Primary schools are offered a two course meal with a choice of main course, supplemented by salad and fruit, and which meet the new Scottish Nutrient Guidelines for School Meals. You can access the full menu via the school app or on the West Lothian Council website.

All Primary 1 to 5 pupils are entitled to a free school meal.

P6-7 pupils pay £1.96 daily through Ipayimpact.

Special dietary requirements will be catered for.

Please contact the school on 01501 731668 or the Kitchen Supervisor on 01501 731890 to discuss your child's requirements. Please also advise the school immediately should your child have any allergies.

Free School Meals

Pupils with parents in receipt of either:

Income Support, Income-Based Jobseekers Allowance, Any Income related element of Employment & Support Allowance Child Tax Credit(with no working tax credit) and whose annual income does not exceed £16,105 and Universal Credit where “take-home pay” does not exceed £610 are entitled to free school meals and milk.

School Milk

All pupils are offered milk for their mid-morning break at a cost of 20p per 0.25 litre. This is ordered on a term by term basis and communication of purchase dates will be made via the school app and Group call.

Children whose parents are in receipt of a qualifying benefit will be given milk daily.

For further information please refer to the School Meals and Milk Policy:

www.westlothian.gov.uk

ipay Impact

This is the method of payment that is used by West Lothian Council for school meals, milk and music tuition to be paid.

Parents are issued with an initial contact letter in order for an account to be set up for their child. This account can be set up from Nursery and will continue throughout Primary school.

Child Protection Guidelines

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

www.westlothian.gov.uk

Data Sharing

On occasion, schools will make data available to partners and academic institutions to carry out research and statistical analysis. In addition, schools will provide our partners information they need in order to fulfil their official responsibilities.

The collection, transfer, processing and sharing of data is done in accordance with the Data Protection Act and General Data Protection Regulation compliance.

Medication In School

Most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short-term; perhaps finishing prescribed medication. Others have medical conditions which, without help, could limit their access to education. Parents have prime responsibility for their child's health and should provide schools with information about their child's medical condition.

Please tell the school if your child needs medication. Forms for children requiring medication during the school day are available from the school office or can be downloaded from www.westlothian.gov.uk.

Emergency Arrangements

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

In the event of an early closure which is unplanned (e.g. school closure due to heating failure or severe weather) contact will be made Group call to the Emergency Contact to collect them from school as soon as possible.

Security

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

Use of the Internet and Mobile Phones

Children access information and resources on local and worldwide networks as part of their studies. We teach children about internet safety and how to report any items that make them feel uncomfortable.

Devices are provided in classes for children to use. Children in P5-7 are given the opportunity to bring a device to school to support their learning. Children sign a contract at the beginning of a school year to confirm that they will use their device as agreed with their class teacher. Devices are stored securely in each classroom and not allowed to be used in the playground.

We ask parents to promote the responsible and safe use of the internet at home, including the use of social media if parents permit their children to access it.

Further information on safe use of the internet is available at <https://www.thinkyouknow.co.uk>

Transport Arrangement

West Lothian will provide transport assistance for all primary pupils living more than 1.5 miles from their designated school. Where appropriate, free travel is provided for pupils attending special schools or classes. Further information can be obtained from School Transport (telephone 01506 775291) or from the School Transport policy at www.westlothian.gov.uk

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

Playground Supervision

If children have an accident or any other problem in the playground they report initially to the supervisor who will take the necessary action. When pupils are at school, the responsibility for their safety rests with the Authority, and the Head Teacher and staff undertake this responsibility on behalf of the Authority.

Car Park

In the interest of safety parents must not use the staff car park to access the school.

Parents are asked to park with consideration for other vehicles / home owners / pedestrians and park in a safe space. We would encourage parents to walk their child across any roads to ensure safety at all times.

Photography

West Lothian schools have a photography policy which is in accordance with data protection and human rights legislation. Photographs taken for curricular, assessment, security, registration, training and development or travel reasons will not be used for any other purpose. All parents are asked to sign a consent form before any photographs are taken. If you have any concerns about photography, please tell the school.

Feedback, Concerns and Complaints

Please do not hesitate to contact us by letter, a note in your child's bag or by telephone if you have any concerns, or complaints relating to the school. We believe that an effective relationship between the school and home, based on mutual trust and respect, can only enhance our children's education.

If you are dissatisfied with that response you should contact:

Education Services
West Lothian Council
West Lothian Civic Centre
Howden South Road
Livingston
EH54 6FF

Telephone: 01506 281952

Educationcustomerservices@westlothian.gov.uk

The Complaints Policy and Procedures for Education and Cultural Services is available in booklet form or can be downloaded from the web at

www.westlothian.gov.uk