Coldstream Primary

School Handbook

2026-2027

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Whilst information provided is considered to be correct at the time of printing, it is possible that there may be some inaccuracy by the time the document is read and referred to. If you have any queries, please call us.

Section 1 – Our School

Welcome

This handbook is designed to build a picture of life here at Coldstream Primary School. We hope to involve all our children in as wide a variety of experiences as possible, to fully develop their potential. We work hard to ensure that every child is known individually and receive the support and challenge they need to flourish and grow. All research indicates that children who are most successful at school are those whose parents are involved in their child's school and learning. We look forward to a positive and active partnership with you in the coming years. We hope your child's learning journey with us will be a happy one. This means every child feels safe, respected and responsible; included and nurtured and is healthy, active and achieving. Through our school vision, values and aims our goal is to create a vibrant and enriching learning community which is open and welcoming, inclusive and supportive. We promote partnerships with the wider community and where the contributions of all children, staff and families are valued, included and respected. Our Motto is "Nulli Secundus" meaning "Second to None". We use this proudly, linking our school and our work to the Coldstream Guards and the heritage of our community. Ready, Respectful and Safe underpins all we do, keeping courage, honesty and effort at the heart of our endeavours.

We warmly welcome you to our community and look forward to working with you, as part of our team.

Jane Paterson
Head Teacher

School Information

Coldstream Primary

Home Place

Coldstream

TD12 4DN

Telephone: 01890 882189

Email: coldstreamprimaryschool@scotborders.gov.uk

School Website: www.coldstreamprimaryschool.co.uk

Head Teacher: Ms Jane Paterson

Principal Teacher: Mrs Catherine Douglas

School Roll: 98 + 31 ELC = 129 (as of August 2026)

Number of Classes: 6 (ELCC – Primary 7)

Denominational links

Whilst Coldstream Primary is a non-denominational school, we do welcome visitors from denominational organisations and have a good link with Coldstream Church, who hosts festive services for us, and other local churches. Similarly, Berwickshire Christian Youth Trust visit the school regularly to help deliver aspects of our Religious and Moral Education curriculum.

School Performance

For information on our most recent inspection, visit http://www.educationscotland.gov.uk/inspectionandreview/reports/school/primsec/ColdstreamPrimarySchoolScottishBorders.asp

Improving standards

Our "Standards and Quality Report" for session 2022/23 contains a full and detailed account of how we are improving standards in our school. A copy of this is available from the school office or on the school website.

A copy of our most recent Care Inspectorate Report, October 2026, is also available to download.

School Staff

Ms J Paterson – Head Teacher Mrs C Douglas – Principal Teacher Class Teachers: Mrs G Diamond Ms E McHendry Mrs E Millar Mrs K McNeill Mrs J Fleming Mr R Denny Ms K Higgins PE Teacher: Mrs J Macdonald	ELC Practitioners: EYO: Mrs A Wright EYPs: Miss K McNulty Mrs P Wight Mrs K Guthrie Mrs A Stobbs Ms B Paterson
Additional Needs Aux: Mrs C Cockburn Mrs S Benson Mrs L Farmery Mrs B Paterson Mrs K Sinclair Mrs T Tinlin	School Administrator: Mrs J Cullen School Janitor: Mr C McNeill School Catering Staff: Ms A Martinson and Ms B Goodwin School Cleaning Staff: Mrs F Hunter and Ms S Shepherd Breakfast Club: Ms S Shepherd

Section 2 – Practical School Information

Building and Fostering Positive Relationships

At Coldstream Primary School we aim to make positive relationships and work as a team within the school and with our wider community. We have high expectations of all our learners in all aspects of school life. We have a Positive Relationships Policy which underpins our clear intention to Get It Right For Every Child. We work closely with families, home communities and wider agencies to ensure the safeguarding of every child in our care.

The School Week:
Monday-Thursday: 8.35am-3.10pm
Morning break – 10.15am-10.30am
Lunch: 12 pm-12.50pm

Friday: 8.35am-12.25pm.
Morning break – 10.15am-10.30am
Brunch: 11.30am-12.00 noon
Finish: 12.20pm

ELCC hours are: 8.40am – 3.15pm with lunch at 11.45am, Monday to Thursday and 8.40am-12:20pm on a Friday.

Please arrive in school for an 8.35am start each day. If your child needs to be in school before 8:35am please come along to our Breakfast Club which starts from 8am. A record of lateness is kept, and should this become a regular occurrence, Ms Paterson will contact the parent/carer to discuss and offer support if required.

Breakfast Club
The school has a Breakfast Club from 8am until 8.35am each morning. Cereal, toast and a drink is served at a cost of 50p per day.

Attendance

The school is required to have an explanation for all pupil absences. If your child is unable to attend school, please contact the School Office between 8.30 - 9.00am on the first day and subsequent days of the child's absence. The school answer machine will be on before 8.30 and you are able to leave a message for our office staff. The school operates a "Groupcall" system which will send out text alerts to parents' phones if we have not heard why your child is absent. This enables us to keep records of absences. As an Authority, we aim for a 95% attendance rate. In cases of persistently poor attendance and/or lateness, a member of the Senior Leadership Team will contact parents/carers to discuss and offer help if needed. Outside agencies could intervene in cases of poor attendance. Parents cannot be given permission to take holidays in term time. If a parent chooses to make this decision the Headteacher should be informed and the child's absence will be recorded as unauthorised. Only in exceptional circumstances such as a family bereavement can such absences be recorded as authorised. Please notify the school of any hospital or dental appointment that your child must attend during school hours. The Scottish Education Department requires schools to report all absences.

Appointments to see Teachers

If you need to see your child's Class Teacher, please contact them or contact the School Office. We will be happy to make an appointment for you.

Appointments with the Senior Leadership Team

We always welcome parents/carers into our school. Please call the School Office to speak to Ms Paterson or make an appointment to come in. Ms Paterson is regularly in the school playground before school and can be spoken to at any of these times. If you feel the school does not answer your concerns or address your needs sufficiently, the SBC complaints procedure can be accessed online at http://www.scotborders.gov.uk/info/672/complaints_procedure/359/resolving_

We always try to resolve any issues together, so please contact us with any concerns.

Visiting the school

In the interest of safety and security we ask that all visitors to the school enter by the main entrance where they will be asked to sign in and will be given a school visitors lanyard which they should display for the time of their visit. This should be returned as you sign out in the visitors' book.

Enrolment

Early Learning and Childcare Enrolment

We can offer 1140 hours – 30 hours per week during term time, of early learning and childcare. The ELC session times align with school hours and as we operate an asymmetric week, there is no Friday afternoon session.

An extensive pre-school programme has been developed. Places in ELCC are allocated according to Scottish Borders Council policy; children start ELCC the term after their 3rd birthday.

3yrs olds before 31st August will start in August.

3 yrs olds who have their birthday between 1st September – 31st December will start in January.

3 yrs olds who have their birthday between 1st January - 28th February will start in April.

The ELCC follows Curriculum for Excellence, Scotland's vision for the education of all children and young people aged 3-18.

Primary 1

Enrolment week for Primary 1 usually takes place in the month of May. Parents will be informed through the school, local press and social media platforms. Children may start Primary 1 the year their fifth birthday falls between 1st March and 28th February. If they are not 5 years old on the first day of P1, their parents/guardians can choose to enrol them the following year. Please discuss this with ELC staff or Ms Paterson.

Enrolment forms are available from the school office or can be downloaded from Scottish Borders Council website.

Apply for a school place | Scottish Borders Council (scotborders.gov.uk)

School age children who move into the school catchment area may be enrolled at any point in the school year. You can find the school catchment area by entering your postcode at:

https://www.scotborders.gov.uk/findit

Non-Catchment Placement Requests

The law allows parent/carers to express a preference for the school they would like their child/children to attend. This is called a placement request. A placement request can be made at any time during your child/children's school career. To do this you should complete a placing request form available from the council website.

Apply for a school place | Scottish Borders Council (scotborders.gov.uk)

If your placement request is successful, you will be notified by the Council. Should requests be successful, you should be reminded that you as parent/carers are responsible for transport, including costs, to and from the requested school.

We welcome prospective parent/carers and pupils into our school. Should you wish to meet with us and visit the school, please contact the school office who will be happy to arrange a mutually convenient appointment. Arrangements can also be made for your child/children to visit the class they will be joining, an opportunity for them to meet their teacher and classmates.

2-Year-Old Placements

Places for 2-year-olds are available. To check your eligibility there is an eligibility checker. Your Health Visitor can also help guide you. Please speak to Ms Paterson, the School Office, the ELC Team or see SBC social media posts for more details.

School Uniform

To help foster a sense of belonging and positive relationships, it is expected that school uniform be worn at across the school. Our uniform consists of

White polo shirt
P1-P6 navy sweater, jumper or cardigan
P7 red sweater
Black or grey trousers or skirt or shorts
Black footwear

Polo shirts, sweaters, cardigans and hoodies with the school logo can be ordered via Border Embroideries website: Embroidered Schoolwear & Clubwear (borderembroideries.co.uk) although having the school logo on an item of clothing is not an essential. We also have, in school, a selection of pre-loved sweaters, polo shirts and other items of clothing. Please help yourself to our pre-loved uniform. It is available in the school foyer.

PE Kit

PE Kit should be plain t-shirts, house colours, if possible, plain dark shorts or jogging bottoms for outdoors and trainers/gym shoes. PE kits should be kept in school and only taken home for washing. Football strips are not permitted. In the interests of safety, pupils with long hair should tie it back, jewellery, including earrings should be removed. It is acceptable to cover earrings with surgical tape.

Outdoor Clothing

As our weather here in Scotland can be very unpredictable and forever changing, we ask that your child/children come to school with the appropriate clothing- wellingtons, waterproof, hat, scarf, gloves in winter and sun hat and sun cream in summer. If your child likes to play on the school field, they must be wearing boots and have a change of indoor shoes. This allows them to enjoy their play and helps to keep our classrooms

mud free. Please ensure all items belonging to your child/children are clearly labelled and named.

School Meals

Pupils can choose to have a school lunch, prepared on site, or to bring a packed lunch from home. All pupils from ELC to P5, under a Scottish Government initiative will receive free school lunches. All school lunch orders and payments, wither it is for a single day or a full week, should be made through the online ordering system, ParentPay. Please ask at the School Office if you need access to the ParentPay system. More information on free school meals and other financial support available for school age children can be found on the Scottish Borders website. Free school meals and help with school wear can be found on at Scottish Borders Council (scotborders.gov.uk)

Healthy Snack and Water Bottles

We all know that keeping hydrated is important to help us learn. We encourage the children to drink water throughout the day. All water bottles should be clearly labelled with a name and class and should be taken home at the end of each day. We have a mid-morning break every day. We suggest that snacks for this should be healthy.

First Aid

Minor accidents and First Aid are dealt with by trained First Aiders in school. If your child has had an accident in school, you will receive a first aid slip from the First Aider explaining the incident and any first aid help given. If your child has a head injury, we will call you and give a slip explaining this. In the event of a more serious accident occurring your child will be taken to the local health centre or a 999 call will be made. This decision will be made by the First Aider and Senior Management. Parent/carers will be contacted immediately. If they are unavailable the listed emergency contact will be called. It is essential that we have on record, an emergency contact number for each child. It is important that this contact is reachable during school hours. Please update any change of contact number and/or emergency contact at the school office.

Medicines and Medication

Please inform the school via the class teacher and the school office if your child is on medication. If prescribed medication requires to be administered during the school day the parent must bring the medication into the School Office and complete a consent form. Alternatively parents/carers are welcome to come into school and give medicine themselves if they prefer. Non-prescribed medication i.e. cough bottles and Calpol should not be brought into school and cannot be administered at any time. If your child needs to use an inhaler please let the school know.

Mobile Phones

Children are not encouraged to bring a mobile phone to school. Any phones are brought to school should be handed into the school office for safekeeping and collected again at the end of the day. Should parent/carers need to get a message to a child, please contact the school office from where the message will be passed on.

Bicycles and Scooters

A bicycle/ scooter rack is provided next to the front entrance for those wishing to cycle or scooter to school. The school is not responsible for theft or damage to bicycles or scooters left in this rack. In the interests of safety, all children choosing to come to school on a bicycle or scooter must wear a helmet and must dismount at the top of the drive and push their bicycle or scooter the remaining short distance to the rack.

Transitions

Across Scotland, ELCC, Primary and Secondary Schools work together to make sure the transition from one familiar environment to somewhere new is not only seamless, but fun and filled with opportunity. Here at Coldstream Primary, we pride ourselves on the quality of our transitions. Instructions for enrolment are given in the press in January

and advertised locally during the month of January. There will be an open day at the ELCC in January to allow parents/carers to bring their children along for a visit.

ELCC to Primary 1

Instructions for enrolment are given in the press in November and advertised locally during the month of November. Parents/carers are to collect enrolment forms from the school office and return them to the school office with the appropriate documents.

Primary 7 to Berwickshire High School

A close liaison is kept with Berwickshire High School, which pupils from our school normally attend at the end of Primary 7. The High School is situated in Duns.
Pupils with additional support needs and other pupils that have been highlighted by staff or parents that may require extra support with transition to High School will be discussed at early transition reviews in January as to how best to support them. All pupils will take part in visits to Berwickshire High School where Primary and Secondary staff support the children in a variety of skill-based activities. These are then followed in June by a two-day visit to the High School where children will follow a timetable for these two days, meeting staff and becoming more familiar with the High School building. Parents will receive a letter from Berwickshire High School via the Primary School inviting them to a parent information session held at the High School.
If your child is attending a High School other than BHS, please contact the School Office. We will then complete a full and thorough transition to their new High School.

Section 3 – The Curriculum

The Curriculum for Excellence is followed by all young people from the age of 3 to 18. It aims to prepare our young people for the jobs of the future by providing a broad, general education, leading to National Qualifications towards the end of their school career, while at the same time, provide opportunities to develop, as individuals, within the four capacities:

- Successful learners
- Confident Individuals
- Responsible citizens
- Effective contributors

The curriculum is delivered through 8 curricular areas:

Literacy

Numeracy

Health and Wellbeing

Expressive Arts

Social Studies

Science

Technologies

Religious and moral education

Each curricular area is made up of Experiences and Outcomes that are written across 5 levels. Across all levels, opportunities and experiences to demonstrate breadth, challenge and application of learning will be provided, with support given, if requires to allow all our young people to reach their full potential. Play is a central to our children's learning and we encourage 'play' opportunities at all levels.

The Levels of Curriculum for Excellence and when they should, for most, be achievable are:

Early: Pre-school years and P1, or later for some

First: P4- but earlier or later for some

Second: P7- but earlier or later for some

Third/Fourth: S3 – but earlier for some

Senior Phase: S4- S6 or through college or other means of study

Throughout Coldstream Primary we aim to offer and provide rich opportunities for development, progression and achievement for all, including learners who require

support for learning and those who may have additional support needs and require an individual educational programme or co-ordinated support plan. We intent to enable every learner to develop his or her full potential through a broad range of challenging, well planned experiences that allow them to develop knowledge and understanding as well as the qualities of independence and creativity, to use their initiative and to work collaboratively and co-operatively with others.

Learning and Teaching

The success of our curriculum is through the delivery of high-quality learning and teaching, ensuring our learners know what they are learning, why they are learning it and what success in the learning should look like. This is at the heart of our work and the use of a variety of teaching methodologies is an essential feature of our curriculum. A wide range of teaching strategies are implemented by all staff, including opportunities to work as individuals or in groups, to participate in games and practical tasks and to experience educational visits where and when appropriate. At Coldstream Primary, we aim to create an environment in which our leaners feel safe and confident to learn, where mistakes and perceived failures are turned into positive learning experiences. We plan opportunities, across classes and as a school, for our learners to explore, develop and reflect upon attitudes and values.

Assessment and Reporting

Assessment is an integral part of Learning and Teaching. It helps to provide a picture of progress and achievement within and across the levels of Curriculum for Excellence. We use a range of assessment approaches both summative and formative to monitor our progress across the curriculum.

Formative assessment

The ongoing and informal assessment of the small steps our learners take in their learning every day. Sources of formative assessment evidence may include observations

of children carrying out a practical task, a piece of written work or a photo showing learning taking place. Assessment for Learning Strategies are promoted, and we encourage children to self or peer assess their work as a way of having children engage in reflective discussions, helping them to identify their own next steps in learning.

Summative assessment

The more formal approach to assessment which may be used at the end of a block of work for diagnostic purposes. This includes the yearly Scottish National Standardised Assessment (SNSA) for P1, P4 and P7. As a school we also engage, twice yearly in the Single Word Spelling Test and the Hodder Progress in Reading (Scotland) reading test. The data is analysed termly by staff with high quality Professional dialogues and a robust tracking system is used to ensure effective use of resources, support and raise attainment within the school.

Reporting

At Coldstream Primary School, you are welcome, through on agreed appointment with your child's class teacher to discuss your child's progress at any time. There are formal Parent/Carer Consultations, where parent/carers can make a 10-minute appointment with Class Teachers to discuss their child/children. A more informal "Open Afternoon" takes place in September, providing the opportunity for you to be introduced and introduce yourself to your child/children's class teacher. You will receive a written report detailing your child's progress for the year and identifying the next steps in their learning. After this time, if you have any concerns, you will be offered a telephone call to discuss your concerns. Please note this is not to discuss classes or teachers for the following session. We will send that information out separately as soon as we have it, in June.

Homework

At Coldstream Primary School we encourage parent/carers to take an active interest in their child's homework. We ask that every child 'reads'/ 'shares' a book as often as

possible at home. In P7 we expect children to read at home every night for 20 minutes and in P1 we would ask for 5-10 minutes. Obviously, the amount of time is dependent on the age and stage of the child. We would also ask that from P3-7 each child practices their timetables at home regularly. This can be done on their iPad, their Mathletics account or simply by speaking to them aloud.

Active Schools and Extra Curricular Activities

The Active Schools team, run by LIVE Borders, are responsible for putting in place and driving forward a wide range of sports and activities in local schools and supporting the local communities, to provide children and young people the opportunities to participate in physical activity and sport. These activities often run in blocks of 4-6 weeks. Should something be happening in our school, you will be notified via Xpressions and asked to sign up through a shared link to Live Borders.

Term, Holiday and School Closure Dates

The most up-to-date term dates, holidays and school closure dates can be found for this session and future sessions on the Scottish Borders Council website. School term dates for 2026-27 | Term, holiday and closure dates | Scottish Borders Council (scotborders.gov.uk)

Emergency Closure of Schools

It is Council policy that schools should remain open except in the most severe weather conditions. Information about any closures, will in the first instance, be sent out via Groupcall and Xpressions. In the event of a closure due to severe weather or any other emergency, phone calls will be made to parent/carers or the listed emergency contact, to plan for the children to be collected. If a closure is announced, pupils must be collected by an appropriate adult. No child will be allowed to leave the school premises unaccompanied. A member of staff will remain in the building until all pupils have been collected. Should school closures, due to extreme weather occur the latest updates can

be found on the Council website at School closures | Scottish Borders Council (scotborders.gov.uk)

Section 4 – Pupil Support and Inclusion

Zones of Regulation

The Zones of Regulation is a complete social-emotional learning toolkit created to teach children self-regulation and emotional control. We base our positive relationships policy on this and work hard to build self-regulation into our school.

The Zone Colours

The Zones of Regulation uses four colours to help children self-identify how they're feeling and categorise it based on colour.

The toolkit also helps children better understand their emotions, sensory needs, and thinking patterns. They learn different strategies to help them cope and manage their emotions based on which colour zone they're in.

Additionally, the Zones of Regulation helps children recognise their own triggers, learn to read facial expressions, develop problem solving skills and become more attuned to how their actions affect other people.

The Green Zone

The green zone is used to describe when you're in a calm state of alertness.

Being in the green zone means you are calm, focused, happy, or ready to learn. This is predominantly the state all children like to be in. It's also the state most needed in the classroom to learn.

The Yellow Zone

The yellow zone describes when you have a heightened sense of alertness. This isn't always a bad thing, and you typically still have some control when you're in the yellow zone.

Being in the yellow means you may feel frustrated, anxious or nervous. But it could also mean you're feeling excited, silly, or hyper – which is okay in the right situations.

The Red Zone

The red zone describes an extremely heightened state of intense emotions. When a person reaches the red zone, they're no longer about to control their emotions or reactions. This is the zone children are in during meltdowns

Being in the red zone means you're feeling anger, rage, terror, or complete devastation and feel out of control.

The Blue Zone

The blue zone, on the other hand, is used when a person is feeling low states of alertness or arousal.

When you're in the blue zone you may be feeling down – sad, sick, tired, or bored. You're still in control, as you are in the yellow zone, but with low energy emotions.

Getting Back to The Green Zone

Along with being able to identify the zones, and know what zone they're in, your child also needs to know strategies to help them get back to the green zone.

Practicing co-regulation and self-regulation strategies while your child is in the green zone will help them learn the best ways to get back there during times when they're feeling stressed, frustrated, sad, etc.

Additional Support Needs

At any point in their lives children or young people may need extra help with their education. This may be for any reason and at any time. This is often referred to as additional support for learning or having additional support needs.

Some examples of why a child/young person may require extra help with their education are:

- Bereavement or family illness
- An area of their learning they find particularly challenging
- Being particularly gifted or able
- An illness, disability or sensory impairment
- Having English as an Additional Language

If you feel that your child needs additional support for learning, the first person to speak to is your child's teacher. You have the right to request an assessment of your child. Within our school we operate a model of staged intervention where support is provided in varied ways to meet individual needs. Our approach to assessment ensures that the needs of children and young people are recognised, and appropriate support can be provided. Parents/carers are always involved in making decisions about their

child's education and we will always ask your permission before any specific referrals are made. While your child is receiving support, we will regularly review your child's progress.

The statutory framework for Additional Support for Learning is the Education [Additional Support for Learning] [Scotland] Acts 2004 and 2009. A good place to find independent information is Enquire, the Scottish advice service for Additional Support for Learning. They have a wealth of information, including practical guides and fact sheets for both parents/carers and young people. You can find the website at www.enquire.org.uk, or ring them on 0845 123 2303.
Additional information can be found at https://www.scotborders.gov.uk/info/20041/support_for_pupils/456/additional_support Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576; www.sias.org.uk and Scottish Child Law Centre, a charitable body registered in Scotland under registration number SCO12741." www.sclc.org.uk Referrals to the above agencies are made through discussion with, and the permissions of, parent/carers, class teacher, Support for Learning teacher and Senior Management. The School Nurse is also available to discuss and advise on any health issues or concerns you may have regarding your child. Contact with the School Nurse can be made via the local Health Centre or by asking at the School Office.

Getting it Right For Every Child (GIRFEC)
Getting It Right For Every Child (GIRFEC) is the national approach in Scotland to improving outcomes and supporting the wellbeing of our children and young people by offering the right help at the right time from the right people. The GIRFEC approach aims to make it easier for parents, children, young people and the services that support them – such as early years services, schools and the NHS – to work together to get it right. Practitioners work together to support you and your child, working across organisational boundaries and putting your child and you at the heart of decision making, ensuring we give all our children and young people the best possible start in life.

GIRFEC is part of the Children and Young People (Scotland) Act 2014 and the GIRFEC provisions are planned to be fully implemented by August 2017. If you would like any further information, please ask to speak to the Headteacher. More information on Getting it Right for Every Child can also be found on the
Scottish Borders Council website at Getting it right for every child | GIRFEC | Scottish Borders Council (scotborders.gov.uk).

Inter-Agency Working

Inter-Agency Working is embedded in our practice of providing integrated support to all our pupils as appropriate. The school works collaboratively with a wide range of external agencies to support the health and wellbeing of our young people.
These include:

- Speech and Language Service,
- Occupational Health
- Inclusion and Wellbeing Service
- Child and Adolescent Mental Health Service (CAMHS)
- School Nurse
- English as an Additional Language Support Service

The Educational Psychology Service.

The Educational Psychology Service (EPS) works with all SBC schools to support children's learning and wellbeing. We provide advice and training to school staff on how children learn and advise on ways to help children who require support. If requested by the school, we can arrange follow-up for individual children and young people, together with their families and teachers, to help support their learning, or with social or emotional issues. This is generally achieved by meeting the children, their families and school staff, to review the support they have already received and agree ways in which we can all help your child in school. In some cases, we may agree that a psychologist will work on a one-toone 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 their school, in the first instance, to arrange a meeting to discuss your concerns. All schools have access to a range of support Services and Mrs Douglas, Principal Teacher, will be able to advise you about when the EPS may be able to help.

Young Carers

Are you a young carer?

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 a number of tasks for the people they live with and look after. They are often left alone to do things like washing, cooking, shopping, paying bills, collecting medication or helping to look after younger brothers or sister. This means they might not have as much time to complete work at home which has an ongoing effect on progress and learning or attend clubs and after school activities therefore missing out on the social aspects of school. Within Coldstream 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.

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.

Section 5 – Keeping Our Children Safe

Pupil Voice

At Coldstream Primary School, we value the voice of the pupils. To help us do this, we have several active committees, each with a very specific job in mind to help make the school the place we would like it to be. House Leaders, Pupil Council, The Eco-Committee, JRSOs, Digital Leaders, Reading Group Leads, UNCRC Ambassadors are just some of the ways the children lead the school and ensure their voice is the driving force at Coldstream PS.

Parental Involvement

We always welcome parents/carers into our school. Parental interest and involvement are extremely important to us as it enables us to work in partnership with you to help your child reach their full potential. Regular Newsletters provide information about school matters and share information about upcoming events and what has been happening in school. Termly Class Bulletins share the learning and teaching your child will be involved in over the term. You should expect to receive 4 class bulletins a year. Over the year, there are two opportunities to meet with your child/children's teachers to discuss their progress in learning. Details of these, and how to book appointments will be shared via the school's Xpressions communication app and social media platforms closer to the consultation dates.

There will be opportunities throughout the year, across all stages of the school, to attend and join in with workshops, information evenings and consultations to find out more about what your child is learning, how this is being taught and how you can support at home. These sessions will be promoted through social media, including Facebook and the school communication app, Xpressions, as and when they occur.

Parent Council

In Coldstream Primary School, we wholeheartedly support and encourage the involvement of parents/carers in their child's education. In August 2007 the Parental Involvement Act became effective, giving parents new rights and Education Authorities new responsibilities to ensure that parents can become involved in their child's education. All parents are welcomed as part of the School Parent Forum and are represented at Coldstream by the Parent Council. The role of the Parent Council is to Support the school in its work with the children.

Here at Coldstream Primary School, we have an active Parent Council Coldstream who generously support the school by organising fund- raising events that everyone can be involved in, from children's discos throughout the year, to the community Fireworks Display. The funds raised are of enormous benefit to all our pupils, helping to pay for additional teaching resources, buses to sporting events across the cluster and financing materials for crafts for the children to sell.

The Parent Council of Coldstream Primary School hold their AGM in September each year. Whilst we understand that not everyone wants to be on a committee, there are many other ways you can become involved including school improvement/policy meetings, information gathering/sharing sessions and supporting the committee by helping at the fundraising events that have become such a part of the Coldstream Primary School calendar.

Safeguarding and Child Protection

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 act 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:

Ms Jane Paterson (Head Teacher)

If Ms Paterson is not available:

Mrs Catherine Douglas (Principal Teacher)

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)

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.

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.

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 at 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-acomplaint/. 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