

# Beatlie School and Early Learning and Childcare (ELC)



## Information for Parents



## Welcome to Beatlie School

*I hope that the following information will be useful to you before and during your child's time at Beatlie School. It is my aim to work in partnership with you to ensure your child thrives and achieves during their time at Beatlie. An open-door policy is in operation and you are invited to discuss any concerns you might have with me, at any time.*

**Debbie Green, Head Teacher**

### **Where is the school?**

Beatlie is located in a new purpose built, state of the art, facility on Grange Road, Craigshill. The campus currently comprises of Beatlie School, Beatlie School Early Learning and Childcare (ELC) and West Lothian NHS Trust Child Development Centre.

Beatlie School provides education for pupils with profound, severe and complex learning difficulties aged between 3 and 18 years of age. The usual catchment area is West Lothian, although a placing request may be made if a child lives out with this area. The school can accommodate up to 42 children.

### **School Address:**

Beatlie School Campus  
33 Grange Road  
Craigshill  
Livingston  
EH54 5BT

Tel: 01506 280210

Email: [wbeatlie@westlothian.org.uk](mailto:wbeatlie@westlothian.org.uk)

Website: <https://beatlieschool.westlothian.org.uk/> (or search for Beatlie School)

Blog: <https://blogs.glowscotland.org.uk/wl/beatlieblog/> (or search for Beatlie Blog)

Twitter @BeatlieSchool

### **What are the school hours?**

ELC: 8.45 - 15.15 Monday - Thursday  
8.45 - 12.45 Friday  
(exact times may vary according to transport pick up/drop off arrangements)

Primary: 9:00 - 15:00 Monday – Thursday  
9:00 - 12:30 Friday

Secondary: 9:00 - 15:30 Monday – Thursday  
9:00 - 12:30 Friday

Please note: the best time to contact the class teacher is before 9:00 in the morning and the half hour after the pupils leave.

The school operates a 38 week year for the pupils and follows the same holidays as other local authority schools in West Lothian. A calendar of holidays is issued to parents/carers in June for the start of the new school session in August, however, if you require this earlier please visit:

<http://www.westlothian.gov.uk/schoolholidays>

**How is Beatlie School staffed?**

**Provided by West Lothian Council**

- Head Teacher
- 2 Principal Teachers
- 7 (FTE) Class Teachers & 3 Part Time Class Teachers
- 1 ELC practitioner (FTE)
- 33 Advanced Pupil Support Workers mixed full and part time
- Music Teacher – 2 days per week
- 1.5 Admin Assistants
- 1 Maintenance Officer
- 2 Kitchen Assistants
- 2 Cleaners

**Provided by West Lothian Trust Health Board**

- School nurse (FTE)
- Physiotherapy
- Speech and Language Therapy
- Occupational Therapy
- Consultant Paediatrician (Community Child Health)
- Child Smile

**Visiting Specialists**

- Visiting Teacher for the Visually Impaired – days/times arranged with class teacher
- Visiting Teacher for the Hearing Impaired – days/times arranged with class teacher
- Educational Psychologist – based at the Civic Centre, Livingston

## Our school values, vision and aims



Beatlie is a Gold Rights Respecting School

Our **vision** in Beatlie is to create a nurturing, inclusive, innovative and stimulating learning environment and a respectful and positive ethos by working closely with everyone in our school community. Promoting independence, pupil voice and learning for sustainability are at the heart of all that is planned for our children and young people throughout their education. (United Nations Convention on the Rights of the Child - Article 23).

Our School **Values** are:

Inclusion, we value everyone

Respect, we are kind to each other

Happiness, we are motivated to learn and have fun!

In Beatlie we **aim** to create a happy, nurturing learning environment which addresses the very specific physical, medical, sensory, social and educational needs of our pupils by:

- Providing a stimulating, challenging and meaningful curriculum with high quality learning experiences including outdoor and community based learning. (UNCRC – Article 31).
- Working closely with parents in a supportive and collaborative way to ensure a positive relationship between home and school (UNCRC – Article 18).
- Working closely with a wide range of partners to ensure appropriate strategies and experiences are in place for every child (UNCRC – Article 3).
- Supporting pupils to move into positive, sustained destinations beyond school by focussing on a life-skills curriculum which fosters independence and resilience, (UNCRC – Article 29).
- Ensuring that staff are committed to on-going professional development in order to ensure the highest quality learning and teaching (UNCRC - Article 3).
- Ensuring a culture of on-going self-evaluation, shared ownership, collegiate working and developing leadership at all levels (UNCRC - Article 3).
- Recognising, valuing and celebrating achievements at all levels (UNCRC - Article 29).

### **How would my child get to school?**

Transport is provided to and from school. Currently we have 3 council minibuses with Beatlie staff as escorts, as well as external minibuses and taxis with their own escorts.

Please see link below for more information or to make an application.

[Transport Assistance for Additional Support Needs \(ASN\) within ASN Schools - West Lothian Council](#)

### **What about meals?**

#### **Snacks**

All pupils (where appropriate) have a snack during the morning. The aims of snack are;

- to encourage eating, drinking and swallowing skills,
- to encourage the children to try a variety of tastes and textures,
- to encourage each child to participate as a member of a group,
- to encourage choice making
- to encourage communication skills.

#### **Lunch**

As the skills involved with eating and drinking are an important aspect of their education, free school meals and milk are provided for all pupils. Two course meals are provided from a local primary school kitchen and offer a wide range of taste and textures. Pupils have a choice of meal and of a drink. Special diets can usually be catered for on receipt of a letter to the Head Teacher. Parents who wish to do so may send in a packed lunch for their child.

In our ELC class we follow guidelines provided by the Care Inspectorate. You can find out more about this guidance here:

<https://hub.careinspectorate.com/how-we-support-improvement/care-inspectorate-programmes-and-publications/food-matters/>

If you would like more information about the healthy eating guidance we follow then you can find this here:

<https://www.careinspectorate.com/index.php/news/2132-setting-the-table-nutritional-guidance-distribution-of-hard-copies>

**What if there is an emergency?**

Every effort is made to maintain the normal school hours. Parents will be notified in advance of any planned change in these hours. Occasionally, however, schools may be affected by emergencies, which necessitates sending children home early for example severe weather, transport problems, power failures etc. Should such a case occur we do all we can to keep parents, or their emergency contact informed. Be reassured no pupil would be sent home unless we were sure an appropriate adult would be there to meet them. Please ensure you inform the school if you change your contact numbers.

**What if I am unavailable?**

Parents are required to provide the name, address and telephone number of a friend or relative whom we could contact if parents are not available in an emergency.

**It is essential we have an up-to-date emergency contact number.**

**Absence**

Please contact the school direct via a phone call to the school reception to report a pupil absence. You can also email the class teacher if you are aware of the absence in advance, but please note that this message might not be received in the morning if the teacher is in class.

**Illness**

If a child becomes ill at school but does not require urgent medical attention, the school nurse/staff may contact the parents (or their emergency contact) requesting that the child be taken home for his/her comfort and wellbeing. If a pupil suffers from Epilepsy there must be an agreed procedure for dealing with any seizures.

Should your child require medical attention the school nurse or a member of staff will phone home. If there is no contact from home the school will phone the emergency contact.

Should a child have an accident and require urgent hospital attention, an ambulance will be called or they will be transported there directly by a member of staff acting in loco parentis. This action will only be taken in an extreme emergency and every effort will be made to contact the parents as quickly as possible.

You must advise the Head Teacher in writing about any strong views you may have on life saving decisions (e.g. blood transfusions), so that if an emergency arises and parents cannot be contacted, medical staff can be made aware of these.

### **Regular medication**

If a pupil requires medication of any kind to be administered at school parents should complete the Administration of Medication in Schools form in line with West Lothian Council's policy Procedure for the Management of Pupils with Healthcare Needs.

Any medication must be sent in the original packaging with the pharmacy label.

### **Healthcare Plans**

Some children may require an Individual Healthcare Plan while they are attending Beatlie. This is for children who have long term/complex/multiple healthcare conditions. These plans are created together with parents, education staff and NHS staff. They are updated annually for school pupils and termly for our ELC children. Parents and carers are reminded of their responsibility to contact the school should there be any changes to their child's healthcare needs at any point.

### **Emergency information forms**

These forms will routinely be sent home at the beginning of each session. Please note it is very important that the forms are kept up to date and contain details of ALL medication a child is on, whether they receive it at home or in school. This ensures that in an emergency the correct information can be passed to the relevant medical staff in attendance.

### **Medical care**

Dr Jill Yates, Consultant Community Paediatrician, Community Child Health, (or a colleague) keeps medical aspects of pupils' progress under review and initiates appropriate medical action when required.

Each pupil has a routine medical examination around age five and at regular intervals throughout their school career. Parents are invited to all medical inspections and it is helpful if they attend. The usual immunisations such as BCG, Rubella etc are offered at the appropriate age.

Dr Jill Yates holds regular paediatric clinics in Beatlie School Campus.

### **Summer weather**

In the warmer months we would ask you to please keep a supply of sun cream in your child's bag. This should be clearly labelled with their name and should be a lotion you have tried at home before that does not irritate your child's skin. You will be asked to sign a consent form giving staff permission to apply this to your child as required on hot days.

### **What should my child wear?**

Parents are requested to dress their child in clothes that allow for ease of movement and enable him/her to help with dressing where appropriate. Loose joggers are ideal.

Football colours are banned from all West Lothian schools and the Council encourages schools to adopt a dress and colour code. Sweatshirts and polo shirts, printed with the school name and logo (a 'Beatlie Bee'), are available from our on-line supplier (Border Embroideries) details can be obtained through the school or on the website.

A spare set of clothes is requested. It is often unavoidable that a pupil will get wet for example during water play or washing dishes as well as the chance of an occasional accident. Messy activities are part of everyday life at Beatlie so please do not send your child in special clothes that you don't want dirty.

If a pupil requires nappies/incontinence pads, a supply should be sent in regularly. Class staff will let you know when they are running low.

A swimsuit or bathing trunks and a towel are required for swimming. These will be sent home for washing. Please contact the school for information on where to purchase larger size swim nappies if these are required.

It is helpful if all garments are clearly named.

### **School Clothing Grants**

The Authority operates a scheme of provision to ensure that pupils are sufficiently and suitably clothed to take full advantage of the education provided. Parents who wish to apply for assistance, should complete an application form which is available from the school. Applications can also be made online from the Council's website at [www.westlothian.gov.uk](http://www.westlothian.gov.uk)

### **Beatlie Uniform Bank**

We have a supply of good quality preowned school uniform available at the school office for anyone who would like to help themselves.

### **What kind of resources does Beatlie have?**

Beatlie School's main resource is its enthusiastic and highly motivated staff. The School has, in addition to the classrooms, a soft play area, multi-sensory room, general purpose rooms, a multi-purpose hall, hydrotherapy pool, rebound therapy room and a life skills space for Secondary pupils.



The school benefits from a beautiful outdoor sensory area, large accessible playground, a secure wildlife space with a pond, a greenhouse and potting shed for cultivating and growing, and a covered area for outdoor learning, no matter the weather!

Specialised equipment and aids are available to meet the very special needs of our pupils and there is an extensive range of toys, educational equipment, special seating, standing frames and technology with a wide range of switches available.

### **What can we expect from Beatlie?**

Beatlie School has set standards for the service we offer to pupils, parents, other professionals and agencies.

Pupils can expect to have a motivating and stimulating curriculum, to work towards achievable targets, to receive high quality learning and teaching opportunities, to have a safe and supportive environment, to have a voice.

Parents can expect to be kept up-to-date with their child's progress, to be kept up-to-date with the work of the school, to have regular opportunities to discuss/enquire about any aspect of the school, to feel welcome, respected and valued as a partner in their child's education, to be a member of the multi-disciplinary team working for the benefit of their child, to be aware of our complaints procedure and to be invited to give feedback on the level of service we provide.

### **Positive relationships**

In Beatlie, we celebrate every child as unique and strive to create a learning environment where our pupils feel secure, valued and nurtured. We recognise that every child's needs are individual and that the development of positive relationships with each of our pupils is crucial to establishing positive interactions and developing effective communication.

In order to support children and young people effectively we have a policy in place to support all our staff when managing behaviour within school. This policy is available to view on our website. Our positive behaviour support approach ensures a safe and secure learning environment for our pupils and highlights the importance of working in partnership with parents and other professionals. Parents will be informed of any concerns that staff have so that they can work together to best support the child.

### **Multi-disciplinary working**

At Beatlie, there is a team of people with a variety of expertise who work together to meet the needs of our pupils. The composition of such a team working with a particular pupil will depend upon that pupil's needs.

The core multi-disciplinary team may be made up from the following; parents, class staff, specialist teachers such as the visiting teachers for the visually impaired and hearing impaired, school nurse, physiotherapist, speech and language therapist and occupational therapist. At times other professionals may become involved in the pupil's life, for example an educational psychologist, social worker, community nurse and they will join the core team for as long as they are involved with the child and/or family.

For effective multi-disciplinary working, communication and mutual respect are essential. Each member of the team brings his/her own experience, skills and expertise. The class teacher is responsible for ensuring joint decisions are implemented within the timetable, and advice is incorporated into the pupil's educational programme wherever possible.

### **The curriculum**

The curriculum at Beatlie is child-centred and aims to look at the whole child, taking into account the individual's needs, personality and age. We provide a broad balanced curriculum within the National Framework for Curriculum for Excellence. Multi-sensory and interactive methods ensure the curriculum is dynamic and meaningful for each pupil. The curriculum is at a level appropriate to the young person.

At 16, the curriculum focuses on the Senior Phase which aims to prepare young people for life after Beatlie, providing a highly personalised programme of experiences both in school and in the wider community.

Further information can be obtained at

<https://beatlieschool.westlothian.org.uk> School Website

<https://education.gov.scot/curriculum-for-excellence/> Education Scotland Website

### **Assessment**

This is an on-going process, which is carried out soon after admission and at regular intervals throughout the pupil's school life. Parents are involved at all stages along with everyone else who works with the child e.g. class teacher, Head Teacher, physiotherapists, speech therapist etc.

The pupil is assessed using staff observations and experience. The purpose of the assessment is to record what the child has achieved in the core areas of the curriculum and to look at what the next steps might be. The class teacher compiles an individualised educational programme (IEP) based on this assessment and in consultation with parents and therapists.

### **Annual review/planning meeting**

We hold annual review/planning meetings at Beatlie around April/May. The main purpose of the meeting is for the multidisciplinary team to discuss the pupil's progress, how we will proceed and agree educational priorities for the coming year. A minute of the meeting is circulated.

### **Target setting within Individualised Educational Programmes (IEP)**

Our pupils will be set achievable targets within their IEP. The class teacher will write long term targets in consultation with therapists and parents (these should be achievable within one year). Each long-term target will be broken down into termly short-term targets. Short-term targets are small steps which will enable the pupil to achieve the long-term target. Progress towards meeting the targets is assessed continuously by class and therapy staff.

### **Learning Journals**

Learning Journals is an online system used to share achievements and progress with parents on a regular basis. Staff will regularly upload photographs and/or videos of your child engaging in a wide range of learning experiences. We also encourage our parents to share different experiences and achievements from home on this system too.

### **Co-ordinated support plan (CSP)**

A CSP is a personalised document which includes a profile of the child's abilities and a statement of his/her very special educational and other (eg medical, social) needs. The information is usually supplied by the parents, school/nursery, educational psychologist and community medical officer. The CSP is reviewed and updated regularly (usually at the pupil's annual review and planning meeting). The procedure has been laid down by the Education Department.

### **Senior phase transitions**

As a pupil approaches school leaving age (approx. 16 yrs) the school organises a Person Centred Planning Meeting involving people who are important to the young person. This first meeting focuses on the young person now and where they want to be. Subsequent transition meetings focus on supporting the young person to get there. Information from the meetings is circulated to all participants and relevant agencies to ensure the young person is supported throughout this process. Meetings will continue until the young person leaves school and is settled in their new destination.

For more detailed information about the transition process, see the school's transition procedure document which is available as hard copy or on our website.

### **Health and safety**

Within the general policy laid down by West Lothian Council, the Department of Education has prepared a series of statements of safety policy for all areas of its responsibility in accordance with the Health and safety at Work Act 1947. School staff is fully instructed in their responsibilities in this respect, and safety regulations apply to all aspects of school life, both in and out of the premises. Pupils will be encouraged to behave responsibly and comply with all safety requirements. The support of parents in promoting good practice in health and safety matters is of great importance to the school.

Outdoor Education and residential trips are always organised with this in mind and EE2 forms are completed. The EE2 must be completed by parents and returned before any outings can take place.

### **Fire drill**

Fire precautions and procedures are reviewed regularly and are on display in all areas of the school. Regular fire drills are carried out.

### **Infection control**

We follow stringent infection control procedures within Beatlie.

In ELC we follow specific infection control procedures in outlined by the Care Inspectorate:

<https://www.careinspectorate.com/index.php/news/597-infection-prevention-and-control-in-childcare-settings>

### **Links with Parents**

Only by creating and maintaining strong links between school and home can teaching programmes be fully effective. Parents are invited to take part in all reviews and formal assessments. They are also encouraged to make informal visits to the school at any time to observe, participate in or discuss their child's education. Prior notice is preferred so that there are not too many adults in the classroom at any one time, as this can be disruptive. We welcome involvement in whatever way parents wish and offer support and information where possible.

### **Home/school diary/communication switches**

The most frequently used link between home and school is the pupil's daily diary. This may be a physical diary but most pupils now have an online diary through learning journals. A number of pupils also use home/school communication switches. These provide a means of exchanging information and news of mutual interest. It also ensures that staff can talk about something which has happened the night before with the child and similarly parents can talk about the day's activities at school.

### **Progress Report and Review and Planning Meeting**

The pupil's progress report is sent home a few days before their annual review and planning meeting. Parents are requested to read the report before the meeting and note down any points for discussion. At the meeting, the parents and members of the multidisciplinary team discuss the pupil's progress, strengths and areas for development.

### **Parents' evenings/afternoons**

Parents are invited to meet with the class teacher to discuss in detail their child's IEP and how it is implemented. These meetings are invaluable as they provide an opportunity for an exchange of information on how the pupil is responding/behaving at home and school. Throughout the year, parents with any concerns about the wellbeing or progress of their child are encouraged to contact the Head Teacher at any time.

Several events are organised throughout the school session where parents and staff can meet informally e.g. coffee mornings, fund raising events, end of term activities, sports day. These are identified in The Calendar of Events which is circulated at the beginning of term to all parents/carers.

### **Beatlie School Parent Council**

All parents are members of the Parent Forum but can become a member of the Parent Council if they wish to be a bit more involved. The Parent Council is properly constituted and is recognised as a charity by the Inland Revenue. The aims of the Parent Council include:

To provide a voice for parents and capture the unique and varied skills, interests, knowledge and experience that parents can offer.

Fundraising. This is usually ongoing and the money is used to provide equipment, special chairs etc or for a special project. All parents are asked to help with these ventures.

To support the work of the school and help develop strong home/school partnerships.

The Parent Council consists of elected parents/carers with at least one of the Head Teacher or Principal Teachers attending each meeting. All members of the Parent Forum can attend. The current Chairperson is Louise Sharkey. New members are elected at the AGM which is held early in the new session. Please contact Debbie Green, Head Teacher, if you wish to be involved.

### **Links with the community**

#### **Outings**

Education does not only take place within the school building, and we firmly believe our pupils benefit from carefully planned outings into the community. Each class has regular outings. The choice of venue is usually influenced by the class theme.

The pupils from all departments are regularly seen out exploring in the local community and are made welcome everywhere. Pupils go shopping to buy items for snack or a baking session. Some pupils visit local cafés and others visit the local library. The Senior Phase pupils are out and about as much as possible in the local and wider community.

### **Swimming**

Some pupils go swimming to the Bathgate Xcite.

### **RDA**

Some pupils go horse riding with RDA at Ravelrig.

### **Senior Phase**

A wide variety of personalised activities are arranged for the pupils in the Senior Phase class. These are community based and provide new and appropriate challenges for our young adults. Pupils are supported to visit environments catering for adults with learning disabilities as a type of 'work experience' and are provided with personal support from school staff to visit any identified post school destinations as part of their transition from school.

### **Students and volunteers**

Students from a variety of courses have placements at Beatlie. We also sometimes have volunteers who help out in the school and garden areas. They have much to offer us as well as learn from us and we are fortunate to have them.

### **Links with other children and adults**

We are conscious of the need to involve our pupils as fully as possible in the community, with other children and adults. We have established links with other schools and adult day centres to allow our pupils to visit these new environments as appropriate and take part in join activities.

## **Child Protection**

'It's Everyone's Job to Make Sure I'm Alright'. This document produced by the Scottish Executive 2002 reinforces that all children and young people in Scotland have the right to be cared for and protected from harm and we (staff, parents, community) have an important role in preventing the abuse and neglect of children.

Some young people who had experienced the need to be protected and supported were asked what children should expect from adults. The clear message from the children was expressed in the form of:

The Charter (Scottish Executive 2002)

Annual training in Child Protection has been established and has happened for a number of years in West Lothian schools. In June 2007 Edinburgh, Lothian and Borders Child Protection Office produced new Inter-Agency Child Protection Procedures.

All teachers and non-teaching staff in school have been trained in these procedures. It is our job to follow them when there is concern, ensuring that the protection and the wellbeing of our children is at the heart of all considerations and decisions taken. The health and wellbeing of all pupils is central to the curriculum that we follow. The designated members of staff for Child Protection in our school are Debbie Green, Head Teacher and Debbie McCulloch, Principal Teacher.

Remember, 'It's Everyone's Job to Make Sure I'm Alright' so if you have concerns about any child please contact:

	Bathgate	01506 284700
Social Work	Broxburn	01506 284440 (opt 2)
	Livingston	01506 282252
Police - Public Protection Unit		01506 833835

## **How to make a complaint**

A complaint can be made by anyone who receives a service from the school or someone acting on behalf of an individual receiving a service.

An individual can telephone, write or visit to raise a complaint with Debbie Green, Head Teacher. We will be happy to discuss this with you and agree a plan of action to move things forward.

School procedures for receiving complaints:

Any complaint or query received by a member of staff will be passed to the HT as soon as possible.

An initial response will be given within one working day either addressing the situation or detailing when it will be possible for the complaint to be addressed.

All phone calls or letters will be returned/answered within 2 working days of receiving them.

HT will give feedback on any action taken.

All complaints will be logged along with any enquiries made, conclusions drawn or action taken.

Every attempt will be made to resolve the complaint locally at school level by dealing appropriately with concerns raised, providing answers and resolving problems.

If a complaint has not been resolved to your satisfaction at school level then a complaint can be made to either West Lothian Council or to SCSWIS (Social Care and Social Work Improvement Scotland):

Customer Care and	Complaints Co-ordinator
Communication Manager	SCSWIS
West Lothian Civic Centre	Compass House
Howden South Road	Riverside Drive
Livingston	Dundee
EH54 6FF	DD1 NYX
Helpline: 01506 280000	0845 6009527