
EMPLOYMENT OF CHILDREN

Children under the statutory school leaving age can only be employed within the terms of the Council's bye-laws on the part time Employment of Children. These bye-laws do not permit the employment of children under 14 years of age, except in specific categories; for those over that age there are limits on the hours and type of employment which are allowed. Parents and employers must both complete an application form for an employment permit before the employment begins. Further details can be obtained from the Education and Children's Services Division, Fairfield House, 8 Lothian Road, Dalkeith, EH22 3ZG.

SUMMARY OF CONTACTS WITH PARENTS

Reference has been made to contacts with parents in several sections of this handbook. I hope it is helpful to summarise below the methods of approach and approximate dates.

- **School Newsletters** are sent out approximately every four to five weeks with information on matters affecting the school, as well as highlighting school events and activities.
- **School Bulletins** and **class letters** may be sent home at any point in the session and normally relate to specific issues and events. Letters and bulletins may include a return or response slip.
- At the start of each term, a **Curriculum Overview** is sent home to each class, highlighting the programmes of work intended for your child's class in the course of that term.
- **Letters to individual parents** will normally be used to support home/school dialogue on a specific matter affecting the progress or well-being of your child. .
- A formal **report** of each pupil's progress is provided once each session. In session 2015/16 the report will be sent home in June 2016.

COMPLAINTS PROCEDURE

The Headteacher and non-teaching promoted staff are available during the school day to discuss any concerns you may have over your child's progress and well being, or the work of the school. It is not always necessary to make an appointment, although this can be advisable because of the busy life of a school. Usually parental concerns are resolved in partnership between home and school. The Education Committee has approved the following statement of principles and procedures.

- Parents and schools separately can do a great deal to assist children's educational development; together, they can achieve even more.
- We will keep you informed of your child's progress and we will deal confidentially with any information, which will help us in planning her/his education.