

BANTASKIN PRIMARY SCHOOL

2025-26



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A Foreword from the Director of Education

Session 2025-2026

This handbook contains a range of information which we hope will be of interest to you and your child. It offers an insight into the life and ethos of the school, along with advice and assistance to support and engage you in your child's education.

Falkirk Council is committed to partnering with parents to enhance involvement in their children's education and the broader school community. One of the most effective ways to engage is by joining the school's Parent Council. Parent Councils are independent bodies that collaborate with schools to improve education and foster strong home-school partnerships. By joining a Parent Council, you can voice your ideas, contribute to key decisions, and ensure parents' perspectives shape the school's priorities and activities, ultimately enriching the educational experience for all young people.

Throughout the school year, there will be opportunities to discuss your child's progress with their teacher(s) and through the 'Progress' reporting system/app. To stay updated on school activities and news, follow your school's social media accounts, as well as central accounts like @CSCommsFalkirk, @ConnectedFalk, and @falkirkcouncil, where we share important information and success stories.

We are fortunate that the Council supports our 'Connected Falkirk' programme, ensuring that all young people from P6 to S6 have their own personal learning device. This allows them to access their learning resources anytime and review the feedback provided by their teachers. Not all young people in the country have their own personal device, so we encourage you to ask your child to show you what they are learning. It is a great way to see how they are progressing and provides a flavour of the work being undertaken.

I took up the post of Director of Education in May 2024 and ensured that during my first few weeks I visited every establishment in our Council area, meeting with staff and young people, and witnessing the excellent work carried out by our dedicated and committed teams. Falkirk is proud of the positive destinations our school leavers achieve and the high levels of attainment across our schools. This success is a testament to the hard work of our young people, the quality of classroom experiences, and the support from teachers and families. I look forward to seeing more of that in the months and years that lie ahead.

I trust that this handbook will provide you with all the relevant information you may need concerning your child's school. If you have any queries regarding the contents of the handbook, please contact the Head Teacher of your child's school, who will be happy to offer any clarification required.

Jon Reid
Director of Education
Falkirk Council

Footnote: If you want a printed copy of this handbook, please ask the school. It may be possible to offer some assistance in helping to translate all or part of this handbook to parents whose first language is not English. Enquiries should be directed in to the Communications Officer for Children's Services (tel: 01324 506657)

Disclaimer

The information in this school handbook is considered to be correct at the time of publication (Dec 2024), however, it is possible that there may be some inaccuracy by the start of the school term in August 2025.

Curriculum for Excellence - Learning to Achieve

Learning Entitlements

In addition to the entitlements of Curriculum for Excellence our education provisions will reflect local needs and circumstances. Therefore, at different stages of their education, our learners will have opportunities to:

- Link aspects of their learning to the local environment and its heritage
- Participate on a residential experience where possible
- Participate in arts, sports and cultural events
- Participate in integrated, hands-on learning for sustainability, fostering global citizenship, critical thinking, and lifelong skills
- Participate in outdoor learning experiences

Equitable access to technology for learning, including digital devices, internet connectivity, and the development of digital literacy skills.

Be consulted on and contribute to the decision-making process in school

Access to vocational and work-based learning experiences that provide practical skills, industry exposure, and pathways to employment.

- Develop leadership and social skills through collaborative projects, extracurricular activities, and active participation in school and community initiatives
 - Access learning experiences designed and / or delivered by relevant partners
 - Reflect upon and be proactive in planning and making choices about their own learning
- Engage with learners in other countries where appropriate and demonstrate knowledge of their culture.

How can you help?

By law, you must make sure your child receives education.

As a parent, you can help your child by:

- Ensuring regular and punctual attendance
- Encouraging and facilitating home learning opportunities and study routines where appropriate
- Attending parent-teacher meetings/discussions and school events.
- Discussing school reports with your child
- Encouraging reading and educational activities outside of school
- Supporting participation in extracurricular activities and clubs
- Discussing what was learned at school and showing interest in their education.
- Setting high expectations and celebrating achievements
- Helping them develop good organisational and time-management skills
- Promoting healthy eating and adequate sleep at home
- Encouraging a positive attitude towards learning and school
- Collaborating with the school on individual education plans where appropriate
- Participate on a residential experience where possible

Throughout this handbook the term 'parent' has the meaning attributed in the Standards in Scotland's Schools Act 2000 and the Scottish Schools (Parental Involvement) Act 2006. This includes grandparents, carer or anyone else who has parental responsibility for the child.

Welcome from the Head Teacher

I am delighted to welcome you to Bantaskin Primary School and Nursery class and thank you for trusting us with your child's education. Parents and visitors often comment on the warm and friendly ethos of our school community which we strive to maintain each and every day.

Bantaskin Primary School is a vibrant school where children are enthusiastic and motivated to learn and achieve. The children are at the heart of every decision we make, ensuring that they are successful in all aspects of their learning, contributing to their local and wider society. The learning opportunities that are provided for them are relevant to their needs both now and in the future.

Here at Bantaskin we are passionate about promoting and safeguarding the welfare of all our children and are committed to providing a welcoming, inclusive community atmosphere in which we can nurture the achievements of every child. We strive for the highest quality learning and teaching ensuring that a broad and balanced education is provided for all of our children. Along with the many amazing partners that support our school the talents of each child are recognised and celebrated, thereby enabling all of our children to grow in confidence, develop a sense of responsibility and achieve their personal goals.

The school has a dedicated team that works hard to reach the highest standards in everything we do. The staff endeavour to provide a calm and stimulating environment where good behaviour and mutual respect is modelled by everyone and where everyone is equally valued. Our happy, safe and inclusive learning environment aims to inspire ambition in everyone to be the best they can be.

Bringing out the best in our learners means developing and nurturing our newly envisioned values this session of being, **resilient, ambitious, creative and inclusive** alongside the skills that will equip them to thrive beyond their school career. We encourage our children to be independent and successful learners, developing into confident individuals, effective contributors and responsible citizens.

Working in partnership with families is essential to ensure the best education for all children – and that is what we all strive for. We are fortunate to also work very closely with many agencies to ensure each learner is well supported in their learning and the wider life of the school. The Bantaskin team is a dedicated, forward thinking and highly committed group of professionals who all work together to help your child achieve success.

I hope that this handbook gives you a glimpse of life at Bantaskin Primary School. We look forward to having you and your child work with us and hope that this will be the start of a strong partnership. I am very proud to be the Headteacher of our fantastic school, with wonderful staff and pupils, part of a richly diverse community in which different languages, cultures and religions learn together. If you would like to know more about life here in Bantaskin Primary or if you have any questions regarding your child's education, please do not hesitate to contact the school to speak with someone.

To make our handbook easy to use I've divided the information into five different sections :-

Section One – Practical Information about the School

This section provides you with some background information on our school (and our early learning and childcare class). It tells you how our school day and school year are made up and how to contact the school if, for example, your child is ill.

This section deals with the practical aspects of your child's attendance at our school. It provides details on such things as:

- travelling to and from school
- school meals and milk
- financial assistance with school clothing, transport and school meals
- school closures in an emergency or unexpectedly for any reason
- general supervision available for your child in the morning and at lunchtime
- wet weather details
- how the school communicates with parents
- how to raise concerns if you are not happy about something.

As with any organisation, to ensure smooth running and appropriate maintenance of standards, a range of procedures and policies have to be implemented within our school.

This section gives an overview of the policies the school has in place. If you would like to see a full copy of these policies or to discuss them in more detail, please contact me. Most of these policies are available on the school website –

www.bantaskin.falkirk.sch.uk

Section Two – Parental Involvement in the School

Parental involvement and contribution is very important as we know it helps children do better in school.

This section contains information about how parents can be involved in supporting learning at home as part of a home – school partnership.

You can also find out more about the ethos of the school, what our values are and our aspirations for our pupils including how we celebrate pupil success, and links we have with partner organisations and the wider local, national and international community.

Lastly, it includes information on our Parent Teacher Association/Parent Association and Parent Council, how to contact them and how parents can get involved in the life and work of the school.

Section Three – School Curriculum

This section describes how the curriculum is planned and delivered in the school including the range of subjects and subject areas your child will be learning. It also includes information on how pupils develop skills for learning, life and work, including literacy, numeracy and health and wellbeing in and out of the classroom.

As well as giving you information about the statutory curriculum requirements we have included details on sports and outdoor activities available to pupils and the range of facilities available within the school.

Details of how parents will be informed about sensitive aspects of learning e.g. relationships, sexual health, parenthood and drugs awareness are included as well as information about religious instruction and observance and arrangements for parents who wish to exercise their right to withdraw their child.

This handbook also tells you how we will report on your child's progress and what written reports may be sent out to parents.

Section Four – Support for Pupils

This section gives information about how pupils' additional support needs will be identified and addressed and the types of specialist services provided within our school. This handbook also explains who to contact for more information if you think your child has additional support needs.

This section also gives information about transition – from primary school to secondary school – what the arrangements are and contact details of the catchment high school to which our pupils normally transfer. There are also details about making a placing request to another school.

Section Five – School Improvement

The section gives you an overview of the main achievements of the school within the last 12 months and performance information relating to literacy, numeracy and health and wellbeing.

Whilst Falkirk Council is happy to provide this information we do have some reservations that the publication of raw statistics, without any kind of informed qualification, can be misleading to the reader. In particular, they should not be construed as offering an indication of the quality of education provided in any of our schools.

We have also shown where you can get further information about our plans for the next three years to improve our performance and how the school will involve parents in that improvement.

I hope you find all of the above information helpful and self-explanatory. If you have any queries about any of the information contained in this handbook, or indeed about any aspect of our school, please do not hesitate to contact me.

Mr Andrew Blaikie
Headteacher
Bantaskin Primary School

Section One – Practical Information about the School

Bantaskin Primary is situated just outside Falkirk Town Centre. The school opened in 1959 and is well equipped with 2 gym halls, a library, a Digi-den and a kitchen classroom. Our Digi-den is networked across the school and we have Wi-Fi access in all classrooms.

The school has outside areas of garden and soft and hard play areas together with wooden trim trail equipment for both older and younger pupils. We have an outdoor classroom and a working garden and planting area alongside an orchard and polytunnel for growing. Also on site is 'First for Kids' out of school care.

Contact Details

Head Teacher:	Mr Andrew Blaikie
School:	Bantaskin Primary School
Address:	Bantaskine Road, Falkirk, FK1 5HT
Telephone:	01324 508500
Website:	www.bantaskin.falkirk.sch.uk
E-mail:	bantaskinprimaryschool@education.falkirk.sch.uk
Twitter:	https://twitter.com/bantaskinps

Organisation of the School Day

Start time: 9am

Morning Break: 10:30am – 10.45am

Lunch Break: 12:15pm – 1:00pm

End of school day: 3.00pm

Pupils receive 2 hours of PE each week and timetables are sent home at the start of each session.

FALKIRK COUNCIL: CHILDREN'S SERVICES

Agreed Term Dates for Session 2025-2026

School year

Autumn Term begins (for pupils)	Wednesday 13 August 2025
Autumn Term ends	Friday 10 October 2025
Winter Term begins	Monday 27 October 2025
Winter Term ends	Friday 19 December 2025
Spring Term begins	Monday 05 January 2026
Spring Term ends	Thursday 02 April 2026
Summer Term begins	Monday 20 April 2026
Summer Term ends	Friday 26 June 2026

Term Time Public Holidays

- Monday 8 September 2025
- Friday 13 February 2026
- Monday 16 February 2026
- Monday 04 May 2026

Staff Development Days

- Monday 11 August 2025
- Tuesday 12 August 2025
- Friday 28 November 2025
- Tuesday 17 February 2026
- Friday 01 May 2026

Registration and enrolment

The date for registration of new P1 school entrants is advertised in all local nurseries, schools, the local press and on the council's website www.falkirk.gov.uk. Pupils should be registered in only one school for their catchment area. Parents will be provided with information about the school, when they register their child.

Pupils who are baptised Roman Catholic are automatically entitled to enrol at the denominational catchment school. All other pupils must make a placing request to attend a denominational school.

Parents who want to send their child to a school other than the catchment school must make a placing request in addition to enrolling their child at their catchment school. Please refer to section four of this handbook for more information on placing requests.

Parents of pupils who have moved into the catchment area or, who wish their child to transfer to the school, should contact the school office for information.

Parents can also make a formal request for their child to attend Gaelic Medium Education. Falkirk does not currently have a school with Gaelic Medium Education, however if there is a request for 5 or more preschool children to attend Gaelic Medium Education the following year, we would do our utmost to accommodate this. Otherwise we can support parents in applying to a Gaelic Medium School in a neighbouring authority.

Attendance and absence

It is the responsibility of parents of a child of school age to make sure that their child is educated. Most do this by sending their child to school regularly. Attendance is recorded twice a day, morning and afternoon.

Percentage	Number of School Days Annually	Number of days missed
100%	190	0
95%	180.5	10 days (2 weeks)
90%	171 days	19 days (3 weeks, 4 days)
85%	161 days	28 days (5 weeks, 3 days)

Absence from school is recorded as 'authorised' i.e. it has been approved by the education authority, or as 'unauthorised' i.e. the absence remaining unexplained by the parent.

Please let the school know by letter, email to the school's generic address or phone if your child is likely to be absent. If there is no explanation from a child's parents / carers, the absence will be regarded as unauthorised.

Please make every effort to avoid family holidays during term time as this disrupts your child's education and reduces learning time. In certain extreme situations, the head teacher can approve absence from school for a family holiday for example, in exceptional circumstances where the holiday would improve the cohesion and wellbeing of the family. Please discuss your plans with the head teacher before the holiday. If the head teacher does not give permission before the holiday, it will be recorded as unauthorised absence. The head teacher may also exercise discretion when a parent can prove that work commitments make a family holiday impossible during school holiday times. Normally, your employer will need to provide evidence of your work commitments. Absence approved by the head teacher on this basis is regarded as authorised absence.

Parents from minority ethnic and/or religious communities may request that their children be permitted to be absent from school to celebrate recognised religious and/or cultural events. Absence approved by the head teacher on this basis is regarded as authorised absence. Extended leave can also be granted on request for families returning to their country of origin for cultural or care reasons.

A supportive approach is taken to unexplained absence. However, the education authority has legal powers to write to, interview or prosecute parents, or refer pupils to the Reporter to the Children's Panel.

School Dress Code

Parents are asked to co-operate with the school in encouraging their child to follow the school's dress code.

All schools have a dress code, which includes the school's policy on uniform. The wearing of uniform is encouraged as it helps to:

- develop a school community spirit
- improves school security by making non-pupils more easily identifiable
- allows pupils to be easily identified when out of the school, e.g. on trips
- enhances the school's reputation within the community; and
- minimises rivalry and bullying amongst pupils that can arise from, for example, the wearing of designer clothing.

The school's dress code has been agreed in consultation with parents, pupils, staff and the Parent Council. This consultation has ensured that the dress code meets the needs of the school community, allows pupils to participate in all aspects of school life and is age appropriate.

Uniform can be purchased or ordered from Homefront Signs ,4 Boyd St, Falkirk.

<https://www.homefrontsigns.co.uk/school-uniform>

Their phone number is 01324 610156

Our school uniform consists of:

- *White shirt/blouse/polo top*
- *Grey or black trousers/skirt/pinafore*
- *Blue sweatshirt (with school badge is available)*
- *Blue checked cotton dress/grey or black shorts if parents wish in warmer weather*
- *Black/grey shoes*

The appropriate clothing and footwear for PE is a T-shirt, shorts and gym shoes with non-marking soles. These are necessary for health and safety reasons and your co-operation is requested to ensure that pupils are equipped to participate in the PE lessons. Please ensure that 'dangly' or sharp items of jewellery are not worn to school.

Please ensure that all items of clothing are clearly labelled, particularly ties, sweatshirts and PE equipment, which are often lost. A protective apron or an old shirt should be worn for art and craft activities. Please help the school and the education authority by making sure that pupils do not bring valuable or expensive items of clothing to school.

In certain circumstances, appropriate clothing will be necessary for school activities for safety reasons, e.g. in games areas, science laboratories and technical workshops; this extends to the wearing of suitable footwear and even, on occasion, to the length of pupils' hair and the wearing of jewellery and earrings.

Offensive clothing such as T-shirts or other items featuring inappropriate language or illustrations is not permitted. Football colours are also inappropriate as they can lead to incidents of rivalry.

If you have any queries regarding the school's dress code, please contact the Headteacher.

School Meals

Primary and Secondary Menus offer healthy and tasty meal options whilst reflecting the Scottish Government food and drink legal requirements for School Lunches.

Primary School Menus provide 3 daily choices with 2 portions of veg and 1 portion of fruit included with every meal choice with High Schools providing a range of plated meals, pasta, meal deals and salad boxes. 2 portions of veg and 1 portion of fruit are included with every meal choice within the balanced core High School menu.

Meal prices are reviewed annually. Please contact your child's school to be advised of the current price.

All P1-5 pupils are entitled to a free school meal. In the case of P6-P7 and secondary aged pupils, some families may be eligible to apply to Falkirk Council for provision of free school meals. If lunches are paid for they cost £2.70 per day. Further details can be obtained from your child's school.

All school lunches are paid for through IPayImpact as we are an entirely cashless building. (This system is also used to pay for any school outings). It allows you the opportunity to plan meals with your children in advance with your child. It can be ordered/booked 3 weeks in advance. In addition, by ordering meals in advance, it saves significant food waste in the kitchen. By ordering in advance with your child the kitchen can more accurately place their orders without waiting for daily numbers. At induction with the school, information on signing up to IPayImpact will be provided.

All school lunches are eaten in our dining hall (school lunches and packed lunches). We ask that no cans or glass bottles are brought into school. Once lunches are eaten the children are then able to play outside until the end of the lunch break

We have a school breakfast club which currently runs from 8.30am. Further information about this can be requested from our school office.

Medically Prescribed Diets

Parents/Carers with a child/ren on a medically prescribed diet should request a prescribed diet referral and declaration form from the School Office. The School Meals Service can only accommodate a child/ren with a medical referral diagnosed by a medical professional. Delay in returning the completed diet form could result in reduced meal options being offered.

Free School Meals and Clothing Grants

Falkirk Council provide Free School Meals, and financial support towards the cost of School Clothing and Footwear for families that meet certain eligibility criteria.

Do I qualify for an award?

- To be eligible, you should normally be resident in the Falkirk Council area and your child(ren) must attend any [primary, special or secondary school](#) managed by Falkirk Council.

What is the Current Value of Clothing Grants?

- For 2024/25 the Clothing Grant is £125.00 per child/per year for primary school aged children and £155.00 per child/per year for secondary school aged children.

Do I Need to Apply if My Children are in Primary 1 to Primary 5 and receive Universal Free School Meals?

- Free School Meals –Families who meet the eligibility criteria for free school meals should apply for free school meals regardless of the universal provision. This informs your eligibility for other benefits and signposting to additional household support if needed. However, you do not need to apply for Free School Meals to access universal free school meal provision if your child is in Primary 1-5.
- Clothing Grants – Yes, you still need to apply for Clothing Grant for these pupils.

How is Eligibility Assessed?

- Assessment of eligibility is generally based on your household income/circumstances.
- There are different qualifying thresholds for Free School Meals and Clothing Grant awards.
- The qualifying criteria can be found on our website here: www.falkirk.gov.uk/fsm.

Will I need to submit an application form?

- No - If you received an award during the 2023/2024 school year and you have already been contacted to advise you do not need to re-apply.
- Yes - If you have never applied before or if you did not receive an award during the 2023/2024 school year.

How Do I Apply?

- You should apply online: www.falkirk.gov.uk/fsm

When will I receive my award?

- We aim to assess applications within 28 days of receiving them. Please make sure that you provide all of the necessary evidence with your application form in order for us to complete our assessment, otherwise any entitlement and awards may be delayed.

Further Information

- More information regarding Free School Meals and Clothing Grant can be found on our website and FAQ's at www.falkirk.gov.uk/fsm.

Other Support

There are other sources of support which may be available to families, depending on your circumstances.

- [Best Start Grant: Pregnancy and Baby Payment](#) – Payments for parents of new-borns, or those currently expecting.
- [Best Start Foods](#) – Payments for parents of children up to 3 years old.
- [Best Start Grant: Early Learning Payment](#) – Payment for parents with children aged between 2 and 3 and half years old.
- [Best Start Grant: School Age Payment](#) – Payment for parents of children starting Primary School.
- [Education Maintenance Allowance \(EMA\)](#) – Financial support for 16 -19 year olds continuing at high school.
- [Young Scot](#) – The Young Scot National Entitlement Card is available free of charge to everyone aged 11-25 living in Scotland. It can be used to receive discounts, for rewards, and also as proof of age.
- [Young Persons' Free Bus Travel Scheme](#) - Young people aged between 5 and 21 years old are eligible for free bus travel from 31 January 2022.
- [Help with Welfare Benefits](#) – Find out if you are claiming all of the support you are entitled to and speak to an adviser for further advice.
- [Other support for families](#) - Any family facing financial insecurity can also contact our Support for people team for assistance or sign posting to other support. The team can be contacted on 0808 100 3161.

School Holiday Support Payments

A payment of £2.50 per day as an alternative to free school meal provision during the school holidays. This provision will cover the summer holidays; the Christmas and Easter holidays during the 2024-25 school year; and also the mid-term holidays in October and February.

This payment will be made to children and young people who are awarded free school meals based on the Scottish Government eligibility criteria. To be eligible for payment, children and young people must have been approved for free school meals prior to the beginning of the relevant holiday period.

How will the payment be made to parents and carers?

We will make direct payments to your bank account, using the details we hold on your Free School Meals or Clothing Grant claim. If no bank details are held on file, payments will be issued by cheque.

When will I be paid?

Payments for each eligible pupil will be made at the start of the holiday periods in Summer, October, Christmas, February and Easter

Who is not eligible for this additional support?

Pupils not eligible for this are:

- Pre-school pupils in early years establishments.
- P1-P5 pupils and those pupils in special educational settings where they receive a free meal through universal and not means-tested provision.

For further information please contact us at fsm.payments@falkirk.gov.uk

Education Maintenance Allowance (EMA)

EMA is a weekly allowance of £30 which you may be able to get if you are:

- aged 16 to 19
- attend a Falkirk school (or attend Home Education)

You'll need to meet the terms of your Learning Agreement, and will usually only get EMA for a week where you have 100% attendance.

Check if you are eligible by visiting the [EMA Scotland website](#).

How to apply

You can apply online at [Education Maintenance Allowance | Falkirk Council](#).

Make sure you read the guidance carefully and provide all the information that is asked, including any supporting evidence.

Please Note: You will need to complete the application with your parent/carers present as some of the questions relate to their circumstances, and they need to sign the declaration.

Make sure you submit your application even if you don't have all the information. The date that we receive your application can make a huge difference to the date we can pay you from (eg you miss the 30 September or 28 February deadlines).

Deadlines

Your age	Application date	Payment start date
16-19 on or before 30 September	Apply on or before 30 September	Payments start from beginning of August term
	Apply after 30 September	Payments start the week we receive your application
Turn 16 between 01 October and 28 February	Apply on or before 28 February	Payments start from beginning of January term
	Apply after 28 February	Payments start the week we receive your application

Travel to and from School

Parents should remind their child(ren) that, in the interests of safety, good behaviour is expected from all pupils travelling on school transport.

Children should be reminded by parents that, wherever possible, they should only cross the road where there is a crossing patrol and should exercise care on walking to and from school.

Parents are requested, when dropping off/collecting children from school, that they do not park near the pedestrian exit or in any location which causes an obstruction and they take care not to restrict the view of the school crossing patrol.

Transport for Primary and Secondary School Children (Excluding Placing Requests)

Free school transport is provided to and from your home address to your child's catchment school if they are distance entitled. Falkirk Council operate a more generous distance entitlement policy than required by law.

Distance entitled children are:

- ✓ All children under 8 years of age who live one mile or over from their catchment school by the nearest available safe walking route*.
- ✓ All children 8 years of age or over who live two miles or over from their catchment school by the nearest available safe walking route*.

*Note – a "safe walking route" assumes that the pupil is accompanied by a responsible adult.

Concessions, details of times of operation, criteria and application forms are available from the Transport Planning Unit within Falkirk Council. Tel: 01324 504724 / 504966.

Pickup points

Where home to school transport is provided, some pupils will require to walk a reasonable distance from home to the transport pick-up point but this should not exceed the authority's agreed limit of 1 mile.

It is the parent's responsibility to make sure that their child arrives at the pickup point on time and behaves in a safe and acceptable manner while boarding, travelling in and leaving the vehicle. Children who misbehave can lose their right to home to school transport.

Bantaskin Primary School has one school bus service which operates to and from the Tamfourhill area. This service drops off and collects children in the turning circle at Falkirk High School.

General Supervision

Before school begins supervision is very limited, therefore pupils should not arrive at school until as near to the school start time as possible.

During intervals school helpers supervise the children. In addition the Headteacher and Janitor are on call to cope with any difficulties which may arise. There is always access to the building and the children are made aware of this. For further information on these arrangements, please contact the school.

School security

Falkirk Council aims to ensure the safety and security of pupils and staff when attending or working in a school. We use a number of security measures including a visitors' book, badges and escorts, while visitors are within the school building. Anyone calling at a school for any reason, is required to report to the school office. The school staff then can make the necessary arrangements for the visit.

Wet Weather Arrangements

In wet weather pupils may be allowed into school during breaks and at lunchtime. However supervision during these periods is limited. It is especially important that school rules and expectations around behaviour are adhered to by all. Children having school lunches may remain in school during wet weather but, again, supervision is limited.



Parents Meetings

All our schools offer opportunities for parents to discuss their child's progress with teachers through arranged meetings. Arrangements vary from school to school but all parents will be advised of when these meetings will take place. In addition to these set dates, parents can contact the school at any time to ask for information or for a meeting. Please see section two of this handbook for more details on home / school partnership.

Communication with Home

From time to time you will receive important and routine communications from the school via variety of methods (email, group call, social media etc.). Parents are also encouraged to check their child's schoolbag for these communications. Enquiries of any kind should be addressed to the Head Teacher in the first instance.

Unexpected Closures

Most closures will be notified to you in writing, in advance, but there are occasions when the children may be dismissed early without warning, e.g. as a result of power cuts or severe weather. In the event of an early school closure please ensure that your child knows where to go if you are not usually at home during the day. To help us keep you informed it is important that you make sure we have the most up to date emergency contact information for your family. We will keep in touch using text messaging, via the Falkirk Council [website](#).

Mobile devices

Parents provide their children with mobile devices for a variety of reasons, including supporting learning and for personal safety. It is the right of parents to allow their child to have a personal mobile device in school. However, if devices are brought to school there must be a clear understanding that the individual pupil is responsible for the care and usage of their device(s).

Education establishments develop their own mobile device policies in consultation with pupils, parents and staff. For more information on this topic, please contact your child's school.

ICT Acceptable Use Policy

Falkirk Council Children's Services recognises that access to Information and Communications Technology (ICT) equipment and services helps young people to learn and develop skills that will prepare them for work, life and citizenship in the 21st Century.

To support this, we provide resources for pupils and staff to use. The Children's Services ICT Acceptable Use Policy (AUP) outlines the guidelines and behaviours that pupils are expected to follow when using school equipment or when using personally-owned mobile devices in Falkirk Council establishments. The purpose of this is to protect young people online and to protect the Council's network and

equipment. The ICT Acceptable Use Policy (AUP) will be issued by the school for both parent(s) and pupil(s) to sign.

Equality

The council is required to work towards advancing equality of opportunity for all people and to foster good relations between people. The council is committed to eliminating discrimination on the grounds of race, sex, disability, sexual orientation, religion/belief, age, marriage or civil partnership, transgender status, pregnancy/maternity or poverty.

Children's Services have a range of policies and procedures to address equalities issues specific to education to enable us to fulfil these duties. In addition to this all education establishments have a responsibility to report incidents of prejudice-based bullying in line with our Anti-Bullying Policy: 'Promoting Positive Relationships in Falkirk's Educational Establishments'.

English as an Additional Language

As part of the Additional Support Needs Service, the Council provides a support service for children who have English as an additional language. The service supports enrolment and provides staff training and visits to schools to work with those children and young people who require assistance in developing English language skills.

This service can be contacted via email: EAL@falkirk.gov.uk

Compliments, Enquiries and Complaints Procedure

Falkirk Council Children's Services would like you to be completely satisfied with your child's education. As a Council of the Future, we are encouraged to view complaints positively as they help us to continually improve the service we provide. We welcome/encourage feedback on our services from parents, pupils, and members of the public whether it be compliments, enquiries, or complaints.

Please let your school know if you have a compliment, enquiry or a complaint about the service provided so they can investigate and resolve any issues you or your child are experiencing as quickly as possible.

How do I complain?

Complaints can be made to schools in writing, by email, on the telephone, or in person.

Who do I complain to?

Parents must contact the school in the first instance. Any complaints received by Education Headquarters that have not been initially referred to the school will be redirected back to school to respond.

What happens with my complaint?

Complaints are logged on our online complaints handling database (Customer First). Only Children's Services staff responsible for logging, monitoring progress or responding to complaints have access to this part of the database.

Our complaints procedure has two stages:

- Stage 1 – Frontline Resolution
- Stage 2 – Investigation

Stage 1 of our complaint's procedure allows immediate action to be taken to resolve the problem with an on-the-spot apology or be given to a Principal Teacher or Deputy Headteacher to investigate and respond. If we can't resolve your complaint at this stage, the next steps will be explained to you.

Complaints that have not been resolved at Stage 1 or are complex and require detailed investigation are investigated at stage 2 of our complaint's procedure. If a complaint is escalated to Stage 2, it will be allocated to the Head Teacher or another senior member of staff to investigate and respond. Stage 2 is our final opportunity to address your complaint.

We will deal with your complaint confidentially and as quickly as possible. If we have made a mistake we will apologise and try to put things right.

How long will it take until I get a reply?

We aim to resolve stage 1 complaints within 5 working days and stage 2 complaints within 20 working days. Occasionally the school may need extra time to investigate when the complaint is complex.

If your stage 1 complaint is received in the final week of term or during a school holiday period, you will be advised that your complaint will resume when staff return.

If your stage 2 complaint is received within the last 2 weeks of term or during a holiday period, you will be advised that your complaint will resume when staff return.

Who else can help?

If you remain dissatisfied after the second investigation stage, you can raise the matter with the Scottish Public Services Ombudsman
<https://www.spsso.org.uk/complain/form/start/>

You should also be aware that you have the right to raise concerns with your local Councillor, MSP, or MP.

What else do I need to know?

Schools can only respond to complaints about a service that they or Falkirk Council provides or a service we have contracted from a third party.

The Council's complaints handling procedure sets a time limit for making a complaint of six months from when the customer first knew of the problem.

You can find out more about the Council's Complaint Procedure from the Falkirk Council website - <http://www.falkirk.gov.uk/contact-us/complaints/>

Other School Policies

School Health Service

NHS Forth valley has a statutory obligation to provide health services for all school age children. The aim is to make sure that all children and young people, throughout their school years, are in the best possible health to benefit from their education.

School Nursing Service

School Nurses are available **8.30am-4.30pm** all year round, excluding Public Holidays. School Nurses are not based in schools and are part of an integrated community team working from local health centres/clinics. The School Nurse Team offer health screening, health assessments and health reviews.

A health review is offered to all children in primary 1. This involves a parent questionnaire and the opportunity of an appointment with the school nurse to discuss any parental concerns and a review of the child's growth.

The Falkirk School Nursing team comprises of

- **Registered** School Nurses
- Health care support staff

Children/young people, parents/carers can request a health appointment at any time by contacting the service on 01324 679129.

Referral to the School Nursing Service can be made by Education, Social Work, GP or other Health Care Professionals.

The **School Doctor** may also offer appointments to children with a significant medical or developmental condition which affects their education. School staff and parents can request a child be seen.

The Public Dental Service carries out dental inspections in Primary 1 and Primary 7 and can help access dental services for children not registered with a dentist.

Infectious diseases

Colds and tummy upsets are the most common infections affecting children at school. It is important to keep your child at home in the early stages of a cold or until at least 48 hours after an episode of diarrhoea/vomiting to prevent infecting others. For treatment of diseases such as chickenpox or mumps, please consult your GP practice or nurse.

Head Lice

Head lice are spread through head to head contact at home, whilst playing or in school. Regular wet combing of your child's hair using a special comb is the best way to catch this problem early. Specific treatment lotions are available as shampoos are not effective. Two applications should be administered seven days apart. If this is not followed, re-infection is likely.

Further advice is available from leaflets about head lice which are available in all schools and health centres

Clinics

Some children are asked to attend clinics (eye clinics, dentist, doctor etc) Please let the school know and arrange for your child to be collected if they must leave school to attend. No child will be allowed away from school without a responsible adult or unless written permission has been received from a parent or carer.

Immunisation

Primary Schools

Flu vaccines are given every year from Primary 1 onwards by an immunisation team visiting the school. Any child who misses a session can be vaccinated by their GP. Pupils with chronic illnesses such as asthma can visit their GP at any time to receive the vaccine

Secondary Schools

Pupils are offered several vaccinations such as Meningitis ACWY, a catch-up for the MMR vaccine and a booster for diphtheria, polio and tetanus. From 2019 HPV vaccine will be offered to both boys and girls.

For more information: <https://www.nhsinform.scot/>

Medicines Administration

Administration of medicines prescribed by a doctor or dentist is at the discretion of the head teacher but most schools are happy to co-operate. Parents who wish school staff to give medicines should take the medication to school and fill in the appropriate form (MED1). It is also possible to complete another form (MED4) which allows pupils to carry and administer medication themselves, for example inhalers. Prescribed medication should be clearly marked with your child's name, date prescribed, how often it has to be taken and for how long.

Pharmacies

Community pharmacies are trained in providing advice on coughs and colds, high temperature, fever, nasal congestion, minor eye infections, constipation, stomach upsets, fungal infections such as athlete's foot, and skin problems such as impetigo. For more information: [nhsforhthvalley.com](https://www.nhsforhthvalley.com)

Insurance Cover for School Children

Public Liability

Personal Injury

Falkirk Council has in place a Public Liability policy which operates in respect of claims for injury to any third party which includes a pupil whilst under the care of the Council or their employees. In order for liability to be accepted there is an onus to evidence the council was negligent in their acts and was responsible or partially responsible for the injury sustained

Pupil's Property

It is inevitable that during each session, pupil's property is lost, damaged or stolen from school. Parents are therefore discouraged from allowing their children to carry expensive items of personal belongings to the school and are reminded that a standard household policy can be extended to provide a degree of cover for personal items taken away from the home. Falkirk Council are not legally responsible for pupils property which is subsequently lost, damaged or stolen, unless specifically entrusted with a member of staff.

Any claim made for loss or damage to the property left in the care of the school or its employees will have to be submitted, in the first instance to Children's Services. Following a thorough review of the claim, settlement will only be made if it can be shown that Falkirk Council are legally liable for the loss.

Travel and Personal Accident Cover – Educational Excursions

In order to provide necessary cover for educational excursions Falkirk Council has in place an insurance policy for travel and personal accident which specifically covers any pupil enrolled at a participating establishment. The policy provides compensation for each insured pupil should an incident occur, irrespective of legal liability. There are varying degrees of benefits within the policy, but the key compensation values are noted below.

1. Death	£30,000
2. Permanent Total/Partial Disablement	up to £30,000

The insurance policy provides accidental bodily injury cover whilst any insured person is undertaking an organised trip (including exchange visits and work experience placement) as long as it is with the authorisation of the school or council and the activities involve a journey outside the premises of the school. The policy also extends to cover overseas travel cover.

Section Two – Parental Involvement in the School

Parents Welcome

All Falkirk Council schools welcome and encourage parental involvement and engagement. Research has shown that when parents are involved children do better in school.

Falkirk Council Children's Services recently updated our Parental Involvement and Engagement Strategy in consultation with parents. This details a series of actions which we plan to take over a three-year period to improve parental engagement with schools and the service and help to break down barriers which many parents experiencing when trying to become involved in the life and work of the school.

Parents are our most important partners in ensuring an effective education for your child and we are always delighted to encourage parental interest and involvement within the life and work of our school.

We operate an 'open-door' policy, which means we strive to make someone available at all times to talk to you. If this is not possible due to teaching commitments, an appointment will be made for you at the earliest opportunity. All staff have a common positive attitude to pupil welfare.

Our weekly newsletter for school and nursery provides important and valuable information for parents. These newsletters are emailed to parents and posted on our school website. A text alert will remind you to look out for them. Paper copies can be requested from the school office if required.

We have a variety of opportunities for parents to be informed of their child's progress and to have dialogue with the school. We currently provide:

- An annual 'Meet the Teacher' event in early September.
- Parent evenings in November and March.
- Induction visit for P1 pupils and parents.
- Induction visit for Nursery children and parents.
- Class Assemblies throughout the year.
- Regular emails via our parent mail system with school updates and events.
- Weekly newsletters ('The Bantaskin Blether').
- Parent Coffee Mornings.
- Class 'Sharing the Learning' afternoons.
- Parent curricular information sessions and workshops.

Parentzone Scotland is a unique website for parents and carers in Scotland, from early years to beyond school. The website provides up-to-date information about learning in Scotland, and practical advice and ideas to support children's learning at home in literacy, numeracy, health and wellbeing and science. Information is also available on Parentzone Scotland regarding additional support needs, how parents can get involved in their child's school and education. Furthermore, the website has details about schools including performance data for school leavers from S4-S6; and links to the national, and local authority and school level data on the achievement of Curriculum for Excellence levels. Parentzone Scotland can be accessed at <https://education.gov.scot/parentzone>.



A banner for Parentzone Scotland. At the top is a photograph of diverse families and children engaged in learning activities. Below the photo, the text reads: 'Information and advice on education and learning for parents in Scotland' in large blue letters, followed by 'Be at the heart of your child's learning . . .' in a smaller, italicized font. The Parentzone Scotland logo is centered below this. At the bottom, a blue bar contains white text: 'Sign up to receive our Parents and Carers e-bulletins for the latest developments in Scottish education. edscot.org.uk/p/LQE-39I/subscribe Email: enquiries@education.scotland.gsi.gov.uk education.gov.scot/parentzone'. A QR code is located in the bottom right corner of the blue bar.

Parental Involvement and Engagement

Bantaskin Primary believes education should be a partnership of school and parents. The support of our parents is to be commended and we strengthen this support and partnership in a number of ways:

- Bantaskin Parent Council.
- Parents and grandparents who help us out in school and accompany us on trips and outings.
- Parental skills utilised through interdisciplinary learning.
- Gathering parental views through a variety of evaluative consultations.
- Supportive parents who ensure homework is complete, are positive towards the school, attend meetings and fundraising events and show interest in their child's learning.

Parent Councils

Parents are welcomed to be:

- involved with their child's education and learning;
- be active participants in the life of the school
- express their views on school education generally and work with the school.

All parents / carers are automatically members of the Parent Forum at this school. As a member of the Parent Forum all parents should –

- receive information about the school and its activities;
- hear about what partnership with parents means in our school;
- be invited to be involved in ways and times that suit you;
- identify issues you want the Parent Council to work on with the school;
- be asked your opinion by the Parent Council on issues relating to the school and the education it provides;
- work collaboratively with the school; and
- enjoy taking part in the life of the school in whatever way possible.

Parent Councils are the formal representative body for parents / carers with children attending school. Parent Councils are different in each school to enable them to meet the needs of parents / carers locally.

The Parent Forum decides how their representatives on the Parent Council are chosen and how the Parent Council operates. Parents / carers are encouraged to volunteer or put themselves forward to be chosen as representatives of the Parent Council if they wish.

The main aims of the Parent Council are:

- To support and work collaboratively with the school in its work with pupils
- To seek and represent the views of parents
- To promote contact between the school, parents, pupils, providers of nursery education and the community
- To report to the Parent Forum
- To be involved in the appointment of senior promoted staff in the school.
- To raise funds for the school for the benefit of pupils (in some schools the PTA/PA fulfils this role).
- To be included in School Improvement Planning

For more information on parental involvement and engagement or to find out about parents as partners in their children's learning, please contact the school or visit the Parentzone website at <https://www.education.gov.scot/parentzone/>

At Bantaskin Primary School our Parent Council acts both as a fundraising group (traditionally like a PTA) and a formal Parent Council. They meet monthly to discuss new developments in school and act as a sounding board for the Headteacher. They raise any general issues from parents and work with the school to address these.

They also arrange events for parents and raise funds for the school.

Our current chairperson is Miss Rachel Walker and she can be contacted through the school office or through the Parent Council Facebook page ('Bantaskin Parent Council').

Connect (formerly the SPTC) the national organisation for PTAs and PAs in Scotland, Parent Councils are members too, and it runs an independent helpline service for all parents. They can be contacted by phone on 0131 474 6199, via website <https://connect.scot/>, email on info@connect.scot or write to Connect, Mansfield Traquair Centre, 15 Mansfield Place, Edinburgh, EH3 6BB.

School Ethos

Our school motto -

'Learning and Achieving Together'

Our aim –

'Providing a happy, safe and inclusive environment which inspires ambition in everyone to be the best they can be through our core values of being...'

Resilient Ambitious Creative Inclusive



Development of pupils' mental, social and emotional wellbeing

The school is committed to supporting the development of the whole child and as a result, wishes to encourage their holistic wellbeing.

Mental, social and emotional wellbeing is supported in the following ways;

- Creating a school ethos which, in every way possible, gives value to these aspects of development, especially by providing an environment which is both caring and challenging and which provides opportunities for exercising rights and responsibility.
- Ensuring that staff and adults in the school act as positive role models for pupils.
- Providing opportunities for members of the school community to come together reinforcing shared values.
- Providing rich opportunities across all areas of the curriculum to develop mental, social and emotional wellbeing.
- Taking every opportunity within the curriculum and across the wider work of the school to celebrate diversity and promote equality.

A range of new local services, digital support and self-help information for school-aged children are available here: [Falkirk Community Mental Health and Wellbeing \(glowscotland.org.uk\)](http://falkirkcommunitymentalhealthandwellbeing.org.uk)

Religious Instruction and Observance

Religious Instruction

Schools have a statutory duty to provide Religious Instruction in the timetable. This aims to promote a knowledge of the Christian and other faiths, and encourage children and young people to develop enquiring minds through investigating spiritual, moral and philosophical issues.

Religious Instruction may include visits to local places of worship, and/or visits from representatives of places of worship. This helps children and young people to develop knowledge and understanding of faiths, especially those with which they are less familiar.

Ultimately, pupils in the upper secondary school can gain a qualification through the study of Religious, Moral and Philosophical Studies at Higher and Advanced Higher Levels. These courses further develop young people's skills in logical thinking, methodical enquiry and ways of expressing ideas effectively.

Religious Observance/Time for Reflection

Religious Observance, which may take the form of a Time for Reflection, is held at least six times a year, in addition to traditional celebrations central to the life of the school community. Religious Observance will often (but not necessarily) take the form of an assembly. The diary of school assemblies is available on the school website.

Withdrawal from Religious Instruction and Religious Observance/Time for Reflection

Parents who wish to exercise their right to withdraw their child from religious observance are encouraged to discuss their intention with the Headteacher in the first instance to enable them to make a fully informed decision. Thereafter parents who wish to proceed to withdraw their child(ren) should notify the Headteacher in writing. This is so that alternative educational activities can be planned for their child(ren) during times of Religious Instruction and/or Observance.

Pupil Conduct

A genuine partnership between the school and family is necessary to ensure the best possible standards of pupil conduct are shared, understood and underpin every interaction between children/young people, parents/carers and school staff.

Pupils are expected to set themselves high standards in appearance and behaviour. School rules are devised to encourage the maximum amount of self-discipline. The rules make clear what is expected of pupils, and how they are required to behave. The general aim is to produce an atmosphere of friendly co-operation, encouraging respect and consideration for other persons and for property. A behavioural agreement is included in the School Enrolment Form that parents complete when enrolling their child(ren).

In Bantaskin Primary School we endeavour to create a positive and welcoming climate. We have high expectations of the way in which pupils conduct themselves.

We promote our 4 key rules which were agreed by our school community and believe that these, in partnership with our school values make a positive impact on our school –

- Ready
- Respectful
- Kind
- Safe

Our pupils are recognised as VIPs (putting our ‘Values Into Practice’) when they are showing to promote our school values in practice throughout the school day.



This session we will also be working towards being accredited as a “Silver Rights Respecting School” with the children understanding their rights as set out by the UNCRC.

Restorative Approach To Bullying Behaviour

Whilst many believe that children who display bullying behaviour should be punished, it is widely accepted that this type of response can at times be ineffective, and make the situation worse.

The adoption of restorative approaches is evidenced to be a more effective response than traditional methods. Pupils are given the opportunity to accept responsibility for their actions, recognise the harm done and are supported to find restorative responses to the harm they have caused.

There are times where sanctions are appropriate; exclusion is seen as a last resort and carried out when incidents fall within the legislative criteria.

Falkirk Council has a responsibility to provide an education for all pupils and to challenge and address bullying behaviour. Whilst appropriate action will be taken by the school, it is also important that all parent/carers, work with the school to resolve any issues in the best interests of their child or young person.

Parents can access Falkirk Council's Anti-Bullying Policy, 'Promoting Positive Relationships in Falkirk's Educational Establishments'; on the Council website: www.falkirk.gov.uk/services/schools-education/policies-strategies/anti-bullying-policy.aspx

*Please note, our Anti-Bullying Policy is due to be updated during the 2024-25 school year.

We promote positive behaviour in our school focused through our school expectations – Ready, Respectful, Kind and Safe. Additional positive reinforcements of behaviour come through: playground stars; a VIP table for invited guests at lunchtime on a Friday; various certificates that are awarded and daily verbal recognition for following our behaviour expectations from all members of staff. Each child is also placed in a “House” – a system which supports our positive reinforcement of the behaviours that we expect to see in school at all times. Our houses are: Summerford; Dollar; Kelpies and Antonine. Points are awarded by staff to children who adhere to our core expectations. These points are used in class – to build towards a collective class reward or celebration which the children agree upon with their teacher. Termly the points are collated and the house with the most points receives a party.

Section Three – School Curriculum

Curriculum for Excellence

Curriculum For Excellence – Learning to Achieve

- **Learning to Achieve** - Our core educational policy.

This describes in detail how **Curriculum for Excellence** will be delivered in our educational establishments. We use **Learning to Achieve** along with the national guidance to monitor, develop and improve outcomes for children and young people.

- **Curriculum for Excellence** – Bringing **learning to life** and **life to learning**.

Curriculum for Excellence is the vehicle by which we deliver a Quality Education across the **4 Contexts of Learning**. It aims to **raise standards**, prepare our children for a future they do not yet know and equip them for jobs of tomorrow in a fast changing world.

Curriculum for Excellence balances the importance of **knowledge** and **skills**. Every child is entitled to a **broad** and **deep** general education, whatever their level and ability. It develops **skills** for learning, life and work, bringing real life into the classroom, making learning relevant and helping young people apply lessons to their life beyond the classroom. It links **knowledge** in one subject area to another helping make connections in their learning. It develops skills which can enable children to think for themselves, make sound judgements, challenge, enquire and find solutions.

- **Responsibility of all**

Every single teacher and practitioner will be responsible for the development of **literacy and numeracy and health & well-being** from Early Level through to Senior Phase.

Teachers and practitioners will share information to plan a child's learning journey from 3-18, helping their progression from nursery to primary, primary to secondary and beyond, ensuring each transition is smooth. They'll ensure children continue to work at a pace they can cope with and with challenge they can thrive on.

There is an entitlement to personal **support** to help young people fulfil their potential and make the most of their opportunities with **additional support** wherever that's needed. There is an emphasis by all staff on looking after our children's **health and well-being**; to ensure that the school is a place where children feel safe and secure. **GLOW**, Scotland's unique, world leading, online network supports learners and teachers. Learners have **individual access** to GLOW through a username and password issued by school.

Developing the Young Workforce

Developing the Young Workforce (DYW) this programme builds on the foundations already in place as part of Curriculum for Excellence.

Collaborative working between early years, primary and secondary alongside partnership working with local employers and businesses enhances your child's experiences early years to their point of exit from school. Curriculum planning and structures in schools have continued to evolve progressively as new qualifications have been introduced alongside traditional subjects. There is now on offer a wide range of opportunities for young people to develop their employability skills, gain experiences of the world of work and incorporate work-based learning elements together with employers to explore direct pathways into employment. Schools should expand on curriculum issues. How the curriculum is planned and delivered at school.....

Please contact the headteacher if you would like any further information about the curriculum within our school.

For further information on Learning in Scotland please access the following link:

[**A summary of Developing the Young Workforce \(DYW\)**](#)

Our Curriculum Rationale is available to view on our school website. We believe that our children are entitled to high quality learning experiences, to understand their place in society, to have opportunities for personal achievement and to develop skills for learning and life.

Throughout each year pupils will access all eight areas of the curriculum for excellence framework –

- Languages
- Health & Wellbeing
- Expressive Arts
- Social Studies
- Numeracy/Maths
- Sciences
- Technologies
- Religious & Moral Education

In Bantaskin Primary staff plan strategically across the year to ensure children at each stage in school have a cohesive, well planned curriculum and actively plan, where appropriate, interdisciplinary contexts which encompass a broad range of the focused experiences and outcomes for that stage.

There are clear curriculum progression pathways for each stage of school in each curricular area which ensure progression in knowledge and skills yet provide the freedom to identify motivating learning contexts. The Senior Leadership Team monitor the planning of learning across all stages to ensure progression, continuity and coherence.

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There are clear curriculum progression pathways for each stage of school in each curricular area which ensure progression in knowledge and skills yet provide the freedom to identify motivating learning contexts. The Senior Leadership Team monitor the planning of learning across all stages to ensure progression, continuity and coherence.

Learning contexts are shared and discussed with pupils to ensure personalisation and choice. Learning for each term is shared with parents who are provided with a copy of the learning context and the experiences and outcomes covered.

Outdoor Learning is integral to learning and teaching and we use the fantastic outside spaces we have within our school grounds and local community to support this.



Educational Excursions and visits help to make learning real for pupils and allow them to relate experiences to real-life contexts. Looking at previous newsletters on our school website will give you a flavour of where our pupils have visited – we have had some super days out!



As part of the Scottish Government's 1+2 Strategy, pupils at Bantaskin Primary have the opportunity to learn other languages. All pupils from P1 learn to speak French which continues on into secondary school. From Primary 5, additional language experiences are provided in Spanish and British Sign language.

Play Pedagogy and Active Learning

Curriculum for Excellence emphasises the value of an active learning approach. Active learning is engagement of the brain whilst participating in learning experiences.

In the early years, children will have a range of learning experiences that include planned and purposeful play and stimulating learning which engages and challenges children's thinking using real life and imaginary situations.

As children progress through school they continue to be involved in active learning experiences which give them ownership of their own learning, encourage co-operative working and utilise skills required for learning, life and work.

Planning Children's and Young People's Learning

Practitioners use a variety of approaches to ensure that pupils understand the purpose of their learning and are clear about how to be successful. A variety of planning approaches are used to ensure that experiences are progressive, skills – focused and meet pupils' learning needs. Often individualised targets help pupils to assess their own learning.

Through their IDL/Topic based learning the children identify and plan with their teachers what they would like to learn and how they will go about this. Throughout lessons teachers will identify with the children what their targets will be as part of that learning.

All children are part of "Pupil Groups" which lead aspects of development across our school. In last session they chose groups to develop – the school playground, a fundraising group, Digital group, a Pupil Council, Healthy snacks group, an Inclusion group, Reading Champs, an ECO group, a Fairtrade group, our Digital Leaders, Sports Leaders and our RRSA steering group. This changes annually based on the needs of the school and what the children want to lead.

Learning at Home

Practitioners provide home learning activities to support reinforcement of learning or to encourage pupils to apply learning in different ways, often in real life situations. Parents are encouraged to get involved in home learning tasks. This helps parents keep up-to-date about learning in class and promote positive learning partnerships. Our home learning grids are shared termly with families through Microsoft TEAMS. Whilst homework is not obligatory we would love the children to complete a task a week from the learning grids and share that learning with their teacher/class each week. Teachers may also ask children to follow up on tasks worked on in class as a means of supporting their learning. This will be communicated direct with you. For other aspects of learning or achievements that the children complete we would also love you to share them with us on "*Well Done Wednesdays*" when the children can share tasks, photographs or stories of what they have achieved.

Care of Books / Materials

To enable us to provide the best possible education for your child, every care should be taken to look after the school's resources and facilities. Parents are asked to remind their child(ren) that all school equipment and fittings should be used with care.

Books and learning resources which are lost or destroyed must be paid for, either wholly or in part, depending on the age of the resource. Any loss of school or Council property should be reported immediately to the school.

Sensitive Aspects of Learning

Parents are fully informed when any sensitive aspects of learning will be taught to ensure that parents are prepared for their child asking questions.

We also let parents know the different kinds of topics that will be explored over the year when they attend our 'Meet the Teacher' event at the beginning of every new session.

Extra Curricular Activities

Every school is encouraged to offer as wide a range of sporting and cultural activities as possible. In this context, the Authority provides a degree of financial and administrative support for leagues, competitions, festivals and similar events but it is recognised that, again, the help of parents and the community is irreplaceable. Quite separately, the Council and other partner organisations also undertake to organise and administer certain events and many schools take part in these.

There is a range of extra curricular activities available for pupils during lunchtime and after school. Parents will be informed about these by the school. In addition to in-school activities, classes also make regular educational visits and field studies. Wherever possible, these visits are linked to pupils' class work.

Where participation involves children travelling or staying late after school, written permission for children taking part is required from parents.

Facilities for Physical Education and Outdoor Activities

The gym hall has a variety of apparatus for physical education within the school. As part of the school's physical education programme, pupils may also use the facilities of the local sports complex, swimming pool or athletics stadium.

In Bantaskin Primary School our pupils receive 2 hours of PE each week, taught by PE teachers from Falkirk High School. We are also lucky enough to have access to the facilities at Falkirk High School, which include their swimming pool and football fields.

Active Schools

The goal of Active Schools is to provide more high quality opportunities to participate in sport within schools. We also aim to ensure that these opportunities are well connected to and supported by other local, regional and national partners.

We work with Physical Education (PE) professionals to ensure better coordination between PE and school sports and also to encourage the development of more physically active children and young people.

While our focus is sport, our activities connect to the wider landscapes of play, dance, exercise and active living – we know that a joint effort is required to deliver the health and performance related fitness our children and young people deserve.

Within Falkirk Council we have an Active Schools Manager, nine Active Schools Coordinators (Primary) and nine Active Schools Coordinators (Secondary). The Coordinators work within their respective Primary and High Schools clusters to provide further opportunities for physical activity, sport and play. We also have a coordinator designated to disability sport.

[Active Schools Falkirk | Falkirk Council \(falkirkleisureandculture.org\)](https://www.falkirkleisureandculture.org/)

[Follow us on @falkirkSPORT](https://twitter.com/falkirkSPORT)

Assessment and Reporting

There are a variety of ways to assess progress and ensure that children and young people achieve their potential. Effective assessment practice within schools and establishments include:

- Learner involvement in setting personal targets and next steps
- On-going self-evaluation by learners, staff and school leaders
- Identification of strengths and next steps
- A range of approaches to assessment
- A variety of evidence gathered informally on a day to day basis or formally at certain points throughout the year (not exclusively - Teachers' professional judgement, Scottish National Standardised Assessments, National Qualifications)
- Moderation of standards using Education Scotland Benchmarks
- Consideration of data analysis and performance information

Achievement of a Level & Scottish National Standardised Assessments (SNSA):

Learner's progress is defined within the following levels:

Level	Stage
Early	Pre-school and P1 however may be later for some
First	To the end of P4 however may be earlier or later for some

Second	To the end of P7 however may be earlier or later for some
Third & Fourth	S1 – S3 however this may be earlier for some
Senior Phase	S4-S6 and college or other means of study

Achievement of a level means that the learner has achieved a breadth of learning across the curriculum area and has met the appropriate benchmarks; that they have responded consistently well to the level of challenge in their learning and can apply what they have learned in new and unfamiliar situation.

From August 2017, National standardised assessments have been introduced to all schools across Scotland in aspects of reading, writing and numeracy, for all learners in P1, P4, P7 and S3.

These assessments sit alongside a wide range of other evidence including ongoing classroom assessment of all aspects of literacy and numeracy. They cannot be used alone to confirm judgements of achievement of a level.

Within schools and establishments, finding out about your child's progress includes:

- Attending parents' information evenings. These will be in November and March. Details will be issued closer to the time.
- Discussing progress with teacher staff and school leaders by appointment
- Attend open evenings/afternoons including "meet the teacher" events. 'Meet the Teacher' will take place at the end of August. There will be other occasions throughout the year when you will be invited in to school to review and share in your child's learning (further details will be sent to you).
- Summary Reports (sent home to parents/carers including an invite to make comments at the end of June). This will take the form of an end of year report, summarising the successes of each child and identifying their next steps in learning.
- Social media updates from staff and/or the school. Please ask your class teacher for permission to follow their "X" account which is updated regularly with information about ongoing learning

Further information about what data is collected about your child is given in section 5 of this handbook.

Section Four – Support for Pupils

Getting It Right For Every Child (GIRFEC)

Getting it Right for Every Child (GIRFEC) is underpinned by the United Nations Convention on the Rights of the Child (UNCRC). The UNCRC was produced in 1989 and contains 54 Articles specifically for children, recognising the special care and protection they need throughout childhood to experience the full range of human rights: civil, cultural, economic, political, and social rights.

The Scottish Government is committed to recognising, respecting, and promoting children's rights as part of its wider commitment to improving life chances for all children and young people. The UNCRC lies at the heart of the Scottish Government's policy and practice.

[UNCRC: the foundation of Getting it right for every child - gov.scot \(www.gov.scot\)](https://www.gov.scot/publications/uncrc-getting-it-right-for-every-child/pages/introduction/)

Getting it Right for Every Child (GIRFEC) is the Scottish Government's approach to improving children's services. The wellbeing of all children and young people is at the heart of GIRFEC. Services must work together with children, young people, their families, and those responsible for their care, to provide quick and effective support. To support the GIRFEC approach, the Children and Young People (Scotland) Act 2014 ensure key parts of GIRFEC are within law.

Wellbeing

The GIRFEC approach looks at eight areas of wellbeing. These are recognised as required areas which children and young people need to flourish both now and in the future.

The eight wellbeing indicators are:

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

These enable the adults responsible for the care and wellbeing of children and young people to provide them with support. These areas help children and young people, families, those responsible for their care, and services, to identify any needs. Through a collaborative approach children and young people, families, those responsible for their care, and services will use these eight wellbeing indicators to identify any need and respond with appropriate planned solutions and supports.

This approach provides a common language and areas to focus on when gathering information about a child and young person's world, to ensure they are growing and developing (UNCRC Article 6).

[Policies & strategies - Getting it Right for Every Child \(GIRFEC\) | Falkirk Council](#)

Main Contact

In 2019, the Scottish Government repealed the relevant sections of the Children and Young People (Scotland) Act 2014 relating to the Named Person service. A named person was defined as a central point of contact for children, young people, and parents. This person had the responsibility for providing families with information for getting the support if, and when, they needed it. As a result of the Scottish Government's decision, education authorities are no longer legally required to provide this service.

Every child and young person will still have a main contact within a school establishment to support and promote their wellbeing. The role of the main contact is to act as the first point of contact for children, young people, those responsible for their care, and families.

If the main contact is not available, please speak to another member of staff who will be able to help. During school holidays an officer from Children's Services Central Team will provide the advice and support you may require.

Family Support Services

Family Support Services work in partnership with families, schools, and other agencies to support young people's wellbeing from early intervention to more intensive support.

Children, young people, and families may require additional support at different times in their life due to changing circumstances, such as: following a bereavement, trauma, illness, increased anxiety, and transition points in life. Support can be tailored to meet the individual needs of children, young people, and families, when they need it most and as locally as possible.

A request for support can be made through a member of school staff (main school contact) who will be able to talk with you, gather information and your family's views. This helps identify the most appropriate service. Support can be delivered in school, at home or in the community, on an individual or group basis.

Protecting Children & Young People

Article 19 of the UNCRC states that all children and young people have a right to be protected from violence, abuse and neglect. Everyone who works with children or young people has an important role in keeping them safe. Any individual could identify a concern that a child or young person may be at risk from abuse, neglect, exploitation or violence.

Falkirk Council has clear procedures for all staff to follow when there are concerns that a child might have been abused, are at risk of abuse or are likely to be exposed to significant harm. Sharing relevant information is an essential part of protecting children. Where there is concern about a child's safety or welfare, relevant information will be shared with police or Social work without delay, provided it is necessary, proportionate and lawful to do so.

All concerns that may indicate a risk of significant harm will lead to an Inter -agency referral discussion (IRD). This multi-agency forum involving Social Work, Police, Health and Education share relevant information they hold about the family and will decide on the next steps that are required, whether to progress an investigation and make plans to ensure the immediate safety of the child.

Additional Support Needs

As with all local authority schools in Scotland, this school operates under the terms of the Education (Additional Support for Learning) (Scotland) Act 2004 (amended 2009)

and its accompanying Code of Practice. This has been strengthened through the Children and Young People (Scotland) Act 2014.

Further details of the policies and procedures can be found on the Falkirk Council website:

www.falkirk.gov.uk/services/schools-education/additional-support-needs/

Children, young people, and families will work together with this school, other agencies and professionals to provide the best possible educational provision to meet their needs within the resources available. This may include working with Social Work Services, Educational Psychology Service, and the National Health Service.

Support for Pupils

The school makes provision for pupils with additional support needs throughout their education (UNCRC Articles 23, 28 and 29):

- each teacher differentiates the Curriculum for Excellence within their class to provide educational targets and objectives suited to their age and stage of development
- the school has an experienced Support for Learning Teacher or Pupil Support Teacher to co-ordinate and organise support for children
- the school can utilise Support for Learning Assistant time for exceptional cases

For the children and young people who require further support, the GIRFEC wellbeing indicators, and other assessments, may be used to identify their additional support needs. Those involved in helping to complete a rounded picture of assessment are referred to as the Team Around the Child (TAC) (UNCRC Article 3).

Members of the TAC may include the following. Depending on the circumstances, others may be involved:

- the child or young person (UNCRC Article 12)
- parents or carers
- others responsible for the care of the child or young person
- school staff
- social work
- Children's Rights Officer
- ASN Advisor

The Team will also draw up and review plans to meet the identified needs. Their activities are co-ordinated by the Lead Professional, who is responsible for ensuring plans are implemented and has an overall picture of the child or young person's progress.

If you believe your child may have unrecognised additional support needs, your first

point of contact should be the child's class teacher (primary) or their Guidance teacher/Pastoral Head (secondary).

Disputes and Resolution in Additional Support Needs

Schools and Early Learning Centres (ELC) do their best to support and respond to the needs of their children and young people. It is important for good communication between home and school so that should a problem arise, it can be identified and discussed as soon as possible.

In the first instance, the school or ELC should be contacted directly. If the matter cannot be satisfactorily resolved, services from centrally based staff may be called upon: the Additional Support for Learning Adviser, the Educational Psychologist or the school's attached Team Manager. Children's Services also commission independent mediation through Children in Scotland. This is a free service to parents, carers, and young people. It offers an independent mediation service by fully trained, experienced mediators in neutral venues and operates with a child-centred approach. Their services, called Resolve, may be arranged by the Additional Support for Learning Adviser, or accessed directly by parents and carers.

Parents, carers and children or young people with additional support needs can also seek independent advice and support through:

- **Enquire** – the Scottish advice and information Service for additional support for learning managed by Children in Scotland: www.enquire.org.uk, info@enquire.org.uk 0345 123 2303
- **Resolve: ASL** - to contact the service, or to find out more: www.childreninscotland.org.uk, info@childreninscotland.org.uk Sandra Mitchell, Mediation Manager smitchell@childreninscotland.org.uk Children in Scotland, Thorn House, 5 Rose Street, Edinburgh EH2 2PR
- **Scottish Independent Advocacy Alliance** - www.siaa.org.uk, enquiry@siaa.org.uk 0131 510 9410
- **Let's Talk ASN Scotland** - is a Scottish Government funded service for the parents of children with additional support needs and run in partnership with Barnardo's. The service provides legal representation in appropriate education law cases to parents or pupils. It also provides advocacy support for families with a right of reference to the ASN Tribunal for Scotland., c/o Govan Law Centre, letstalkasn@edlaw-arg.org.uk 0141 445 1955
- **Children and Young People's Commissioner Scotland** - www.cypcs.org.uk/about/

More detailed information about Falkirk Council's ASN service can be found here: [Falkirk Council Additional Support Needs | Supporting Children & Young People with Additional Support Needs Across Falkirk Council \(glowscotland.org.uk\)](http://Falkirk Council Additional Support Needs | Supporting Children & Young People with Additional Support Needs Across Falkirk Council (glowscotland.org.uk))

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Educational Psychology Service

The Educational Psychology Service is a statutory service with a role to provide advice to both the school and parents. Educational Psychologists work in collaboration with teachers, parents and other professionals to support children and young people with their learning and development, and to make the most of their lives.

Every school and pre-five establishment has a link Educational Psychologist who provides consultation, assessment, intervention, training and project work. The Service works within the Staged Intervention Approach of Children's Services. We

expect that all schools will have undertaken appropriate assessment and intervention at stage 2 before asking for educational psychology assistance.

The school must obtain the agreement of parents and, where appropriate, the pupil before involving the Educational Psychology Service. Further information is on the website <https://blogs.glowscotland.org.uk/fa/epservice>

As a statutory service we are required to publish a privacy notice which is available here: [Privacy notices: Schools & education - Educational Psychology Service | Falkirk Council](#)

Parents can contact the service directly on Educational Psychology Service educationalpsychologyservice@falkirk.gov.uk or 01324 506600. Please ask for the link psychologist for your child's school or Nick Balchin, the Principal Educational Psychologist.

EPS Prioritisation

The Educational Psychology Service does not operate a waiting list system. We aim to be responsive as a service and so we do this through a prioritisation system.

A. Respond to statutory requests within agreed timescales these are written request for an educational Psychology Assessment from the parent, child/young person or the local authority from the Additional Support Needs Team

OR

B. Prioritise with school manager/cluster approximately termly and prioritise as follows:

1. Critical incidents
2. Children at risk of education placement breakdown
3. Children where there is evidence that high levels of adaptation are required
4. Assessment in relation to significant Additional Support Needs or placement change
5. Exploratory Assessment to identify areas of concern

Pastoral Support

All of our pupils are well supported by staff. Our Nursery and Primary 1 pupils are supported by our Nursery staff, Teaching staff and Depute Head Teacher Mrs Kerr. Our Primary 2, 3 and 4 pupils are supported by their class teachers and Principal Teacher Miss Kilpatrick. Our Primary 5, 6 and 7 pupils are supported by their class teachers and Principal Teacher Mr Anderson. Our Head Teacher, Mr Blaikie has responsibility for supporting all pupils across the Nursery and school.

We also have our Support for Learning Assistants who support children throughout the day in the playground and through First Aid support. They also run a number of groups for children across the school which provide a nurturing approach to specific children.

Funded through PEF we have an 'Inclusion Worker' who has a key role in supporting the most vulnerable pupils, helping them to understand their emotions in to be integrated into the life of the school.

Transitions

Nursery Class Provision

The school's nursery class provides places for children aged 3-5 years. Nursery class provision is non-denominational, which allows children of parents from all religions and beliefs to attend the nursery. Attendance at the nursery class does not however guarantee a place in the school.

Admission to Early Learning & Childcare (ELC) Establishments in Falkirk

ELC places are allocated according to the Early Learning and Childcare Admission Policy. A funded pre-school education place is available for every child aged 3 to 5 years who lives in Falkirk. A funded place can be provided in either a Falkirk Council ELC Centre, private nursery or childminder which is in partnership with Falkirk Council.

Children become eligible for pre-school education as follows:

- For children who reach 3 years of age between 1st March and 31st July the start date will be the beginning of the Autumn Term (August)
- For children reaching 3 years of age between 1st August and 29th February of the following year the start date will be a month after the child's 3rd birthday.

Parents can apply for a nursery place between 1st December to 28th February each year via the Council's website <https://www.falkirk.gov.uk/services/children-families/early-learning-childcare/elc-admissions.aspx>

Please note you will need to create a MyFalkirk account before applying.

Transition from Nursery to Primary

Each establishment has a detailed approach to ensure a smooth transition for children to primary school. This involves nursery and primary staff working together to share information about children's progress and achievements which will inform future planning.

Primary School Admissions

Children's Services must set a date each year for the commencement of children's attendance at Primary school. This date is usually the 3rd or 4th week in August.

When commencing Primary 1 education, your child will normally attend the local denominational or non-denominational Primary school and transfer from it, after Primary 7, to its associated Secondary school. Details of the catchment areas and boundaries can be obtained from the Forward Planning Section – Tel. 01324 506608 in Children's Services, on the website - www.falkirk.gov.uk or the relevant school.

Pupils who are baptised Roman Catholic and who live within the catchment area of a denominational school are automatically entitled to enrol at the school. All other pupils will require a placing request (see below).

Any movement between denominational and non-denominational schools at year stages other than Primary 1 will require a Placing Request Form application to be completed.

Primary 1 enrolments will be accepted from 1st November until 31st December each year. Parents will receive information regarding the enrolment arrangements via their current nursery in October. Adverts will also be placed in the local press and all nurseries and schools.

Parents of pupils enrolling at a denominational school must also present their child's RC baptismal certificate. Parents of pupils that are not RC baptised will be required to submit a placing request (see below).

You are still required to enrol your child(ren) at your catchment denominational school (if RC baptised) or catchment non-denominational school (if not RC baptised) even if you do not wish him/her to attend that school.

Information on enrolments will also be available through the Falkirk Council website at www.falkirk.gov.uk.

Children eligible for enrolment are those whose 5th birthday falls between 1st March and the end of February the following year. Requests for enrolment will only be prioritised if Children's Services receive more requests for enrolment than places available at the school.

Primary to Secondary Transfer

There are a range of activities that take place to ensure that all children are well supported as they move from Primary 7 to 1st year, and these are all decided by each secondary school and its associated primary schools.

Generally, visits take place in the summer term, with a programme of activities for pupils in classroom relating to their secondary subjects. Sporting and social activities may also be planned. Pupils, therefore, become familiar with the new school, their new teachers, and their new classmates.

Clusters also arrange for secondary school subject teachers to visit Primary 7 classes from time to time, with the cluster agreeing each year which subject areas should be the focus for these. Opportunities for senior pupils from secondary schools to visit classes in their associated primaries offer further reassurance and can help supportive peer relationships to be developed before S1 begins.

Most secondary schools also have an information evening for parents of Primary 7 children at which they can gain information about uniform, lunchtime arrangements, school clubs, etc.

Pupils with Additional Support Needs

Secondary school Pastoral and Support for Learning teachers make visits to the Primary 7 class to get to know the children and their needs, including any Additional Support for Learning needs. Visits by Support for Learning staff sometimes take place as early as Primary 6 to help with additional arrangements for those children for whom the move to secondary school may present challenges.

Moving to the denominational secondary school

Children who are baptised Catholic

With the exception of some pupils at St Patrick's PS, pupils who are in Primary 7 in denominational primary schools (Sacred Heart PS, St Andrew's PS, St Mary's PS, St Francis Xavier's PS and St Joseph's PS) move to St Mungo's HS.

Pupils in Primary 7 at St Patrick's PS attend St Modan's HS in Stirling.

Children who are non-Catholic

Parents of non-RC baptised pupils who were enrolled through a Placing Request at a denominational primary school must submit a further Placing Request if they wish them to transfer to St Mungo's High School. These pupils are, otherwise, automatically entitled to transfer to their catchment non-denomination secondary school.

Moving between denominational and non-denominational schools

Parents who intend to send their children to St Mungo's HS from a non-denominational primary school, or from a Catholic primary school to their catchment

non-denominational high school, should make known their intentions both to the primary school and the secondary school as soon as possible. This enables the necessary transfer arrangements to be made. A placing request will also be required.

Catchment Secondary School

Our catchment Secondary School is:

**Falkirk High School
Westburn Avenue
Falkirk
FK1 5BZ
01324 679010**

Transition events take place throughout the year both for families and children. Details of the family events will be sent to you in advance from the High School. These are usually around the end of September and in June prior to the Primary 7 pupils having their 2 day transition visit to the High School. The children attend the High School during the school day on various occasions throughout the session, as part of their learning and to become familiar with Falkirk High School. These events will be shared with you in advance so that you know when they will take place.

Placing Requests

As a parent, you have the right to make a Placing Request for your child(ren) to be educated in a school other than the local school. Applications for Primary 1 and Secondary 1 Placing Requests to commence school in August will only be accepted following the publication of an advert in the local press inviting applications in early December.

Every effort will be made to try to meet parental wishes, but you should note that it is not always possible to grant every Placing Request. You should also note that a successful Placing Request for one child does not guarantee a successful one for another child. A parent could, therefore, end up with children attending different schools.

Primary 1 children must also be enrolled at the catchment area school whilst awaiting the outcome of their Placing Request Application. If the Placing Request is granted, the child's enrolment at the catchment school will automatically be withdrawn by Children's Services.

Placing Requests can only be approved when there are sufficient places remaining in the class after all catchment area children have enrolled and if staffing and accommodation at the school are able to meet the numbers of Placing Requests at that school. Children's Services will also reserve places in a class for catchment pupils they expect to move into the area during the school year.

If more Placing Requests are made for admission to a particular school than places available, these Requests will be prioritised according to Falkirk Council's Admissions Policy and requests accepted and refused accordingly.

Online placing request applications can be made via the Council's website www.falkirk.gov.uk/placingrequests. Written application forms are available from all schools and from Children's Services. Written applications must be returned to the Director of Children's Services, Suite 1A, Falkirk Stadium, 4 Stadium Way, Falkirk, FK2 9EE. Placing requests for Primary 1 and Secondary 1, commencing in the next school session, should be made by the 15th March each year. Responses will be issued no later than 30th April.

Your Placing Request will be considered against a set of criteria which is set out in the Council's priorities for admission.

Any Placing Requests received after the 15th March for Primary 1 and Secondary 1 will not be considered in the first round of Placing Requests. Parents / Carers will be notified of the outcome of their request within 8 weeks of receipt.

As soon as a decision has been made, you will be notified of the result. If your Placing Request is successful, you will be asked to contact the school to establish arrangements for enrolment.

Mid Session Transfers

You may make a Placing Request at any time during a school session. If your child is experiencing problems at school, you are advised to discuss the matter with the Head Teacher prior to making a Placing Request. Completing the Application Form does not guarantee a place for your child at your chosen school.

Transport for Placing Requests

If a Placing Request is successful, parents will be responsible for the safety and transportation costs of their child to and from their chosen school.

Section Five – School Improvement

Raising Attainment

Monitoring performance and using the resulting information to secure improvement is an important part of the work of head teachers, school staff and officers within Children's Services. Head Teachers regularly track pupils' progress at meetings with each teacher to ensure that progress is maintained and to identify effective strategies progress when necessary.

Standards and Quality Report

Every year each school publishes a Standards and Quality report which highlights the school's major achievements.

Standards and Quality Reports – Operational Guidance

Schools and centres must provide an annual Standards and Quality Report (SQR) as a record of the progress made with the annual improvement plan. The SQR should be based on the results of on-going self-evaluation which is rigorous, effective and based on consideration of impact. This self-evaluation should be informed by How good is our school? 4th edition (HGIOS?4) and/or How good is our early learning and childcare? (HGIOELC?) and How good is OUR school? It should give a clear indication of where the school is now in relation to its process of continuous improvement.

It should state clearly and briefly the progress towards the National Improvement Framework (NIF) priorities and drivers and Children's Services NIF Improvement Plan priorities. The report should be written using evaluative language.

The National Improvement Framework's key priorities are:

- Placing the human rights and needs of every child and young person at the centre of education
- Improvement in children and young people's health and wellbeing
- Closing the attainment gap between the most and least disadvantaged children and young people
- Improvement in skills and sustained, positive school-leaver destinations for all young people
- Improvement in achievement, particularly in literacy and numeracy.

The drivers of improvement identified in the NIF are:

- School and ELC leadership
- Teacher and practitioner professionalism
- Parent/carers engagement and family learning
- Curriculum and assessment
- School and ELC improvement
- Performance information

Key successes over the past 3 years

- *Staff received training to support relationships and the national nurturing principles*
- *We achieved UNCRC / RRSA Bronze Status*
- *Our new relationships policy has been established (and to be further developed)*
- *We continuing to raise and maintain attainment in literacy and numeracy*
- *Achievements in 'Bikeability' for P6 & 7 and maintaining our status as a 'Cycling Friendly School'*
- *Our School Quiz Team made the South of Scotland finals of Rotary Quiz*
- *Our school choir attended the regional 'Glee' competition*
- *Sporting achievements for basketball, cross country and football teams have all competed in local and regional competitions)*
- *New school values have been established to steer continuous improvement*
- *New school wide curriculum structures for modern languages, RME and HWB (incorporating RSHPE) have been established*

Our key successes and priorities are outlined in our "School Improvement Plan" and our "Standards and Quality Report" which are available on our school website.

School Improvement Plan

Our School Improvement Plan can also be found on our website. This plan explains the improvements we are currently working on. Paper copies of the School Improvement Plan and the Standards and Quality Report are also available in the school entrance.

Transferring Educational Data About Pupils

The Scottish Government and its partners collect and use information about pupils in schools (e.g. the number and characteristics of pupils, their attendance, absence and exclusions, their attainment and their destination when leaving school) to help to improve education across Scotland.

Information on how this data is used and what the Scottish Government and its partners do to protect the information supplied to them can be found via the link below:

<https://www2.gov.scot/Topics/Statistics/ScotXed/PrivacyInformation>

For more information on why we transfer educational data to the Scottish Government and third parties, please see the Primary page on the Falkirk Council website : www.falkirk.gov.uk/privacy

Concerns

If you have any concerns about the ScotXed data collections you can email the Head of Schools Analysis at ScotXed@gov.scot or write to Education Analytical Services, Area 2D, Victoria Quay, Leith, EH6 6QQ.

Websites

You may find the following websites useful.

- <https://education.gov.scot/parentzone/> - parents can find out about everything from school term dates to exam results. This site also offers information for pre-5 and post school. It also lists relevant publications for parents and provides hyper-links to other useful organisations.
- <https://education.gov.scot/inspection-reports> - parents can access school and local authority inspection reports and find out more about the work of Education Scotland.
- <https://education.gov.scot/parentzone/> - parents can find out about individual schools. They can choose a school and select what type of information they need such as Education Scotland reports, exam results, stay on rates and free school meal entitlement.
- www.falkirk.gov.uk - contains information for parents and information on Falkirk schools.
- <http://www.childline.org.uk/Explore/Bullying/Pages/Bullyinginfo.aspx> - contains information for parents and children on varying forms of bullying and provides help for parents and children who are affected by bullying.
- <http://www.respectme.org.uk/> - Scotland's anti-bullying service. Contains information for parents and children on varying forms of bullying and provides help for parents and children who are affected by bullying
- <http://www.ltscotland.org.uk/> - provides information and advice for parents as well as support and resources for education in Scotland
- <http://www.equalityhumanrights.com/> - contains information for everyone on equality laws within the government and local authorities.
- Scottish Attainment Challenge: [1. Introduction - Scottish Attainment Challenge: framework for recovery and accelerating progress - gov.scot \(www.gov.scot\)](https://www.gov.scot/publications/scottish-attainment-challenge-framework-for-recovery-and-accelerating-progress/pages/introduction-1), [Scottish Attainment Challenge | Learning in Scotland | Parent Zone \(education.gov.scot\)](https://www.gov.scot/publications/scottish-attainment-challenge-learning-in-scotland-parent-zone/pages/scottish-attainment-challenge-learning-resources-national-improvement-hub) and [Scottish Attainment Challenge | Learning resources | National Improvement Hub \(education.gov.scot\)](https://www.gov.scot/publications/scottish-attainment-challenge-learning-resources-national-improvement-hub/pages/scottish-attainment-challenge-learning-resources-national-improvement-hub)
- Curriculum for Excellence: [What is Curriculum for Excellence? | Curriculum for Excellence | Policy drivers | Policy for Scottish education | Scottish education system | Education Scotland](https://www.gov.scot/publications/curriculum-for-excellence-what-is-curriculum-for-excellence/pages/curriculum-for-excellence-policy-drivers-policy-for-scottish-education)
- National Improvement Framework 2022: [Education - Achieving Excellence and Equity: national improvement framework and improvement plan 2022 - gov.scot \(www.gov.scot\)](https://www.gov.scot/publications/national-improvement-framework-2022/pages/education-achieving-excellence-and-equity) and [National Improvement Framework | Learning in Scotland | Parent Zone \(education.gov.scot\)](https://www.gov.scot/publications/national-improvement-framework-2022/pages/national-improvement-framework-learning-in-scotland-parent-zone)

Glossary

ASL – Additional Support for Learning

ASN – Additional Support Needs

CFE - Curriculum for Excellence

CLD – Community Learning and Development

DHT - Depute Headteacher

EMA – Education Maintenance Allowance

ESMT- Education Services Management Team

FFB - For Falkirk's Bairns - Integrated Children's Service Plan

FOI – Freedom of Information

FVNHS - Forth Valley National Health Service

GIRFEC – Getting it Right for Every Child

Glow - Scottish Schools National Intranet (Glow doesn't stand for anything)

HT - Headteacher

LIPs - Local Improvement Priorities

LTA - Learning to Achieve

MFIF - My Future's in Falkirk

NPFS - National Parent Forum of Scotland

PC - Parent Council

PLPs - Personal Learning Plans (personal learning planning)

PT - Principal Teacher

PTA/PA - Parent/Teacher Association/Parents Association

SEEMiS - Management Information Systems (SEEMiS is the pupil database)

SIP - School Improvement Plan

SPTC - Scottish Parent Teacher Council

SQA – Scottish Qualifications Authority