

Laurieston Primary School



School Brochure 2025 - 2026



Falkirk Council
Children's Services





Embracing the Spirit of Learning

School Values

At Laurieston Primary School our core values are:

Inclusion

Honesty

Respect

Nurturing and

Achievement for All.

School Aims

We respect children's rights by:

1. Creating positive school ethos in which effective learning can take place, and where there is a mutual respect between all members of the school community.
2. Encouraging them to develop resilience and responsibility for their own actions.
3. Supporting them to make positive contributions to our school community through a nurturing and inclusive approach.

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A Foreword from the Director of Children's Services

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

Dear Parent/Carer,

On behalf of the staff, parents and pupils, I extend a warm welcome to you and your child as part of our school community at Laurieston Primary School.

Laurieston School has served the village for over one hundred years. Whilst education continues to undergo many changes in order to prepare children for the demands of a rapidly changing world, the central aim of our primary school remains. We still seek to provide the best possible education for each child in our school, challenging and supporting them to achieve their potential. From Nursery Class to P7, staff seek to work in partnership with parents. Only by home and school working together can we ensure the best possible progress for each child.

I hope this brochure will provide a helpful introduction to Laurieston School, to our aims, curriculum and organisation. If you would like any further information please contact the school and we will be delighted to help.

Kind Regards,

A handwritten signature in cursive script that reads "Beverly Keith".

Headteacher

Section One – Practical Information about the School

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

- school meals
- financial assistance with school clothing, transport and school meals
- medical matters
- 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 complain 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 the Headteacher.

Section Two – Parental Involvement in the School

Parental involvement 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.

It also includes information on our Parent Teacher 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 section also tells you how we will report on your child's progress and what written reports may be sent out to parents.

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

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. It 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. There are also details about making a placing request to another school.

Section Five – School Improvement

The section gives links to the School's latest Standards and Quality Report (an overview of the main achievements of the school within the last 12 months) and to the current School Improvement Plan (information about our plans for the next three years to improve our performance and how the school will involve parents in that improvement.)



Section One – Practical Information about the School

Contact Details

Name of Head Teacher: Beverley Keith

Name of School: Laurieston Primary School

Address: School Road, Laurieston, Falkirk FK2 9JA

Telephone Number: 01324 508620

Website: www.laurieston.falkirk.sch.uk

X: @LauriestonPS

E-mail Address: lauriestonprimaryschool@education.falkirk.sch.uk

About the school

Stages of Education provided for: Nursery; Primary 1 – Primary 7

Present Roll: 200 + 56 Nursery Class

Denominational Status of the School (if any): None

Organisation of the School Day

Start Time: 9.00

Morning Break: 10.30 – 10.45

Lunch Time: 12.15 – 1.00

Finish Time: 3.00

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.

<u>Percentage</u>	<u>Number of School Days Annually</u>	<u>Number of days missed</u>
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.

Communication with Home

From time to time you will receive important and routine communications from the school via a variety of methods (school app, email, group call, and social media etc.). Parents are encouraged to check online or in their child's schoolbag for these communications.

Parents Meetings

At Laurieston School we offer two formal opportunities each session for parents to discuss their child's progress with teachers through arranged meetings. Over and above these set meetings, parents are welcome to contact the school at any time to ask for information or for an additional meeting. Please see section two of this handbook for more details on home / school partnership.

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.

T-shirt (PE)	White or Navy
Polo Shirt	White or Pale Blue
Sweatshirt/Cardigan –	P1-P6 Navy
	P7 Black
Jacket, Fleece and Ties are also available.	
Navy/grey trousers, pinafore or skirt and white/blue shirt, blouse or polo shirt may be bought locally. Official uniform pieces can be purchased from BE Uniforms, 32 Vicar Street, Falkirk You can also order online.	

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 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.

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 2024/2025 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 2024/2025 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 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. Further details can be obtained from your child's school.

Laurieston Primary School use an online payment system called iPayimpact for children to order and pay for their lunch. Each child will have an account. If they order a meal, parents will be required to top up this account with money. Parents can start making payments immediately after registering an account.

Falkirk Council has requested that iPayimpact encourage users to make use of a Single Sign On (SSO) system called mygovscot-myaccount for user authentication. The advantage of this system is that once created, you can use this login to access other council services without having to remember more usernames and passwords.

Once you have a mygovscot-myaccount login you are required to share some of the data you gave to mygovscot-myaccount with iPayimpact, then link your login to an account using an account reference. Your school will give you this reference number once your child is enrolled.

School Lunches

All P1-P7 children eat their school and packed lunches in our school hall, nursery children will have their lunch in our nursery area. We always encourage healthy eating and ask that children do **not** bring any fizzy drinks for lunchtimes. There is a water fountain available if children need to use this during lunch.

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.

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/carer 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 (e.g. you miss the 30 September or 28 February deadlines).

Deadlines

If aged 16-19 on or before 30 September

<i>Application date</i>	<i>Payment start date</i>
<i>Apply on or before 30 September</i>	<i>Payments start from beginning of August term</i>
<i>Apply after 30 September</i>	<i>Payments start the week we receive your application</i>

Turn 16 between 01 October and 28 February

<i>Application date</i>	<i>Payment start date</i>
<i>Apply on or before 28 February</i>	<i>Payments start from beginning of January term</i>
<i>Apply after 28 February</i>	<i>Payments start the week we receive your application</i>

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

School Clothing Grant

Falkirk Council can also provide assistance with the cost of school clothing and footwear. Clothing grants are available for children who live in the Falkirk Council area and who are in compulsory education at any of our [primary](#), [special](#) or [secondary](#) schools. Pupils attending some special schools outside the area may also be eligible for this grant. School clothing grants are not available to children attending [nursery schools](#), nursery classes or other pre-5 centres.

The School Clothing Grant is means tested. To be eligible, parents or guardians must meet one of the following criteria:

- In receipt of Income Support, or
- In receipt of Income-based Job Seekers Allowance, or
- In receipt of Income-related Employment and Support Allowance, or
- In receipt of Child Tax Credit only with a gross annual income below £16,105, or
- In receipt of Child Tax Credit and Working Tax Credit with a gross annual income below £16,105

Payments are paid directly into the parent or guardian's bank account.

Travel to and from School

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.

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, as 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.

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. At Laurieston School we do not allow children to use mobile phones in school. However, if devices are brought to school it is on the clear understanding that the individual pupil is responsible for this item.

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

Other School Policies

All school policies are available to be seen by parents/carers. Please speak to the Headteacher if you would like more information.

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/>

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: [nhsforhvalley.com](https://www.nhsforhvalley.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 negligible 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 pupil's 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

All Falkirk Council schools welcome parental involvement as research has shown that when parents are involved children do better in school. Laurieston Primary School values parents and carers as key educators in the lives of children. We aim to encourage and promote parental involvement in their children's learning:

- at home
- in nursery class and school; and
- through the Parent Council and PTA

Further information can be found on Falkirk Council's Website.

<http://www.falkirk.gov.uk/services/schools-education/school-life/parent-councils/>

Open Door Policy

The school and nursery class operate an "open –door" policy. If parents/carers have any questions/ concerns then the Headteacher and depute Headteacher will meet with them as soon as is mutually convenient, if possible that day. They can also be contacted by telephone or by email.

How do we provide information to parents?

- Laurieston Primary School App
- School newsletters & nursery newsletters
- Termly curriculum sessions in school.
- Twitter
- Nursery profiles.
- Laurieston School website.
- Parents' Nights.
- Parent Council Meetings and Events.
- Curriculum workshops and pupil led events.
- End of Year Report.

How can parents get involved?

- Through the Parent Council.
- Through the PTA.
- As parent helpers in school/ nursery and on excursions.
- Sharing their talents/ skills in school or nursery.
- Through coming along to special assemblies, shared events, and workshops.

How do we get the views of parents?

- Through "open-door" policy.
- Through feedback on school events.
- By questionnaires/consultations on school developments.

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

Parent Council Chairperson - Mr Gareth Bennett Can be contacted via the school – 01324 508620.

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/>

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.

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>.



Information and advice on education and learning for parents in Scotland

Be at the heart of your child's learning . . .



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@educationscotland.gsi.gov.uk
education.gov.scot/parentzone



Parent Teacher Association (PTA)

The PTA is mainly responsible for arranging events for parents and raising funds for the school. Volunteers are welcome - please contact the PTA if you want to join in.

The PTA can be contacted via the school – 01324 508620.
Parent volunteers are always welcome at PTA events and we would encourage parents to support the PTA throughout the session.

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.

Pupil Council

We have a very active Pupil Council. All pupils are invited to take part in the democratic elections at the start of each session. Pupil Council reps will feedback to all pupils, including Nursery.

School Ethos

Our school aims and values (noted in the opening pages of this handbook) underpin the life and work of our school. We see our school as a community - where all individuals, pupils, staff and parents know they are valued. We try our best to create a warm, caring atmosphere within the school and are committed to supporting the development of pupils in spiritual, moral, social and cultural terms. These key human aspects of learning are supported by the school through:

- Creating a school ethos which, in every way possible, gives value to these aspects of development, especially by providing an overall atmosphere that is both caring and challenging and which provides opportunities for the development of personal responsibility.
- Promoting social and moral learning through the way in which disciplinary issues are handled.
- Ensuring that staff and adults within the school provide positive models for pupils.
- Arranging regular gatherings of the school as a community and using such occasions to encourage and reinforce the values on which the school is based.
- Enriching the curriculum in all appropriate areas with an emphasis on spiritual, moral, social and cultural development.
- Providing opportunities within the curriculum to advance personal and social development.
- Providing a programme of religious education in which consideration will be given to responses to basic questions relating to the meaning, value and purpose of human life.
- Providing a programme of moral education.
- Taking every appropriate opportunity to acknowledge, value and appreciate the various cultures and heritage of the pupils and to encourage them to appreciate and value the cultures and heritage of others.

Laurieston Primary School values its role in the community and works hard to be visible and active in it. Links within the community are well established e.g., LOPWA, Rotary and local businesses.

Pupil Conduct

A partnership between the school and family is necessary to ensure the best possible standards of pupil conduct.

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).

At Laurieston School our core values of:

NURTURE INCLUSION ACHIEVEMENT RESPECT HONESTY

Underpin our behaviour policy. As a Gold Rights Respecting School we have developed a school charter based on the UN convention on the Rights of the Child. This has been revised with the children and explained to them so they understand their rights and responsibilities to ensure that Laurieston School is a safe and happy place for everyone to work and learn.

At Laurieston Primary School children, parents and staff work co-operatively to enhance learning experiences in line with our agreed charter.

Everyone at Laurieston Primary School has a right to...	Rights holders respect these rights by...	Duty Bearers respect these rights by...
work together and feel included. Article 28	contributing and including others.	supporting us to create an inclusive school.
be part of an open and honest environment Article 12	being honest when sharing opinions and listening to others	listening and communicating in an open and honest way.
be respected. Article 29	showing everyone respect, care and fairness.	showing everyone respect, care and fairness.
be safe, feel secure and nurtured. Article 24	making safe choices and following instructions to keep our school safe.	creating a safe, nurturing school and giving clear instructions.
learn and have good experiences. Article 28	trying our very best and allowing others to work hard.	teaching us in interesting ways and make sure we are challenged.

Restorative Approach to Bullying Behaviour

Whilst many believe that there should be consequences for bullying behaviour, 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.

In our school we recognise the importance of praise as a motivating and positive aspect of school life. We also recognise the importance of celebrating the children's success.

Preparing our children to be responsible citizens is one of our most important roles. Staff expectations of children's attendance, and behaviour are high. We encourage children to take responsibility for their own learning and behaviour and to be involved in decision-making.

Children are given opportunities to develop skills of self – discipline and self-evaluation. Our children have opportunities to acquire many of these skills through peer support.

When behaviour problems arise, we deal with them in a caring but authoritative manner. We encourage the use of a restorative justice approach. Restorative Approaches put repairing harm done to relationships and people over and above the need for assigning blame and dispensing punishment. Some of the key values are to create an ethos of respect, inclusion, accountability and taking responsibility and some of the key skills include active listening, facilitating dialogue and problem-solving, listening to and expressing emotion and empowering others to take ownership of problems.

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.

Section Three – School Curriculum

Curriculum for Excellence

- **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**

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.

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

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

Learning to Achieve – is our core educational policy. It 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.

At Laurieston School learning takes place in four contexts; the ethos and life of the school as a community; curriculum areas and subjects; interdisciplinary learning; and opportunities for personal achievement.

Learning and teaching at Laurieston Primary School is organised to accommodate the wide range of abilities encountered in each class. In addition to a Learning Support Teacher based in school, members of staff can call on a variety of agencies to help in the progress of individual pupils.

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 also undertakes to organise and administer certain events and many schools take part in these.

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

The 4 Contexts For Learning

When considering the design of our curriculum we placed our learners at the centre of our planning. We considered what we wanted learning to look like in Laurieston Primary School

Curricular Areas	IDL	Ethos and Life of the School	Opportunities and Personal Achievement
• Literacy • Numeracy and Mathematics • Health and Wellbeing - RSHP, P.E • Technologies • Science • Social Studies • Modern Languages • Expressive Arts • R.M.E	• STEM • STEAM • Outdoor Learning • Focus Weeks: Mental Health Week, Careers Week, Maths Week, Book Week • Thematic Maths • Maths Through Stories • IDL Bundles / Contexts • Play Pedagogy e.g. block play, role play, ICT, creativity • Skills Groups	• Creating a positive learning environment • Working co-operatively in a group, as a class and across classes • Pupil Groups: Pupil Council, Rota Kids, Eco, UNCRC etc. • Developing friendships • Taking on responsible roles within the class and school • Build understanding of school values, reinforced regularly in class and during assemblies • Developing understanding of United Nations Convention of the Rights of the Child and what it means at Laurieston • House System – points rewarded for demonstrating school values, meeting expectations when around the school • Being responsible and respectful to keep one another safe • School assemblies to bring the whole school together. • Extra-curricular pupil clubs • Sway, Twitter, Curriculum Newsletter, Teams • Family Learning - Books and Biscuits, Burns Supper, STEM • Transition - Nursery/ P1, P7/ S1	• Sharing achievements during assembly • Positive Note Home – awarded to pupils weekly who consistently go above and beyond • House System – fortnightly house winners shared at assembly and rewards for monthly house winners • Golden Work Wall – pieces of work shared at assembly that show effort, commitment or achievement. Displayed in the main corridor • Star Pupils – Awarded at school assemblies to recognise values being displayed within the class/whole school. Displayed in the main corridor • Out of School Achievements – recognised during school assemblies, pupil name and achievement displayed on our Tree of Achievement in the main corridor • Classes - star writer etc. • Pupil choice to participate in pupil groups • Personal choice for skills groups • Pupil led groups • Pupils inputting in curriculum/ playground • Spotlight Jotters, Being Me

		• Community partnerships - Active Schools, Forth Valley College, Library Services, YMI, Authors Visits, Community Police, GHS - pupils/staff • School and Cluster Improvement – school and cluster RACI groups	
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More information about the curriculum is available from the following websites:

- <https://education.gov.scot/>
- <https://education.gov.scot/parentzone/>
- www.laurieston.falkirk.sch.uk

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 / or Falkirk Community Trust and other partner organisations also undertake to organise and administer certain events and many schools take part in these.

There is a range of extracurricular 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.

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.

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
- Discussing progress with teacher staff and school leaders by appointment
- Attend open evenings/afternoons including "meet the teacher" events
- Reading learning logs or diaries (which usually invite parents/carers to comment)
- Summary Reports (sent home to parents/carers including an invite to make comments)
- Social media updates from staff and/or the school

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

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.falkirkcouncil.gov.uk/active-schools)
[Follow us on @falkirk sport](https://www.falkirkcouncil.gov.uk/active-schools)

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.

Each class has 2hrs of PE each week. At the start of the school year parents are informed of the days of the PE lessons.

Sensitive Aspects of Learning

Learning in health and wellbeing ensures that children and young people develop the knowledge and understanding, skills, capabilities and attributes which they need for mental, emotional, social and physical wellbeing now and in the future.

Learning through health and wellbeing enables children and young people to:

- make informed decisions in order to improve their mental, emotional, social and physical wellbeing
- experience challenge and enjoyment
- experience positive aspects of healthy living and activity for themselves
- apply their mental, emotional, social and physical skills to pursue a healthy lifestyle
- make a successful move to the next stage of education or work
- establish a pattern of health and wellbeing which will be sustained into adult life, and which will help to promote the health and wellbeing of the next generation of Scottish children.

Children and young people should feel happy, safe, respected and included in the school environment and all staff should be proactive in promoting positive behaviour in the classroom, playground and the wider school community.

Positive health and wellbeing is central to effective learning and preparation for successful independent living. This aspiration for every child and young person can only be met through a concerted approach. We aim to work with parents and partners closely to ensure the health and wellbeing of all pupils is enhanced.

Laurieston Primary School aims to embed aspects of health and wellbeing throughout the curriculum, however each year, lessons focussing on Relationships, Sexual Health and Parenthood education are delivered within each class supported by the RSHP resource which has been developed by a partnership of local authorities and health boards. The resource is available to view at www.rshp.scot, including a range of helpful videos in the 'Views on RSHP Education' to explain the importance of Relationship, Sexual Health and Parenthood education for children and young people.

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 \(glowscotland.org.uk\)](https://glowscotland.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.

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.

Learning at Home

At our school, we strive to provide all pupils from P1 to P7 with engaging and effective home learning opportunities to support their academic progress. These activities are made accessible through Microsoft Teams and include a range of resources and tasks designed to reinforce learning.

- **Numeracy:** Pupils have access to interactive numeracy activities such as *Hit the Button* and *Sumdog*, which help reinforce key mathematical skills.
- **Spelling:** A weekly spelling sheet with different ways to practice is provided, and spelling words are also available on Teams. Pupils are encouraged to complete these in their homework jotters.
- **Reading:** Reading assessments are conducted, with books assigned on *Bug Club* for targeted support. Pupils also receive their class novel, which is integrated into home learning. First Level pupils are given reading books to take home.
- **Personal Projects (Second Level):** For pupils in the Second Level, personal projects are assigned, which may include creating presentations, making PowerPoints, and model-making. These projects allow pupils to explore factual topics such as historical figures or sports personalities.
- **Additional Homework:** Following assessments, pupils may be given extra tasks to further support their learning in areas where they may need additional practice.

We encourage all pupils and parents to engage with these resources and activities to ensure consistent progress and support for each child's development. This helps parents keep up-to-date about learning in class and promote positive learning partnerships.

Currently our Pupil Council are working on a home learning policy and structure.

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 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 book. Any loss of school or Council property should be reported immediately to the school.

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/getting-it-right-for-every-child/pages/introduction.aspx)

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 | • Active |
| • Healthy | • Responsible |
| • Achieving | • Respected |
| • Nurtured | • 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 and 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.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))

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

At Laurieston Primary School we pride ourselves on our ethos. We endeavour to support families throughout their child's progression through nursery and school. We work in partnership with parents and local support agencies to ensure all children and families are receiving the support that may be required from time to time. Any families who are seeking support, guidance or advice are welcome to meet with the Headteacher for a confidential discussion.

Transitions

At Laurieston Primary School we plan effective transitions at all stages. Nursery and Primary One classes are involved in joint projects. All pupils benefit from effective collaboration during transitions within the school and take part in visits to their new teacher and classroom when possible.

We have an excellent transition programme with Graeme High School and the other five cluster Primary Schools with planned events including: Residential Trip, Visits to other schools, Curricular Developments, Cluster Pupil Council/Transition Group, etc. Strong links exist between partner agencies, school staff and parents to support children with additional support needs.

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

At the end of P.7 pupils normally transfer to:
Graeme High School
Callendar Road
Falkirk
Telephone No. 01324 622576
www.graemehigh.com

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.

Our Standards and Quality report can be viewed on the school website:

[Laurieston Primary School - Home Page](#)

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/carer engagement and family learning
- Curriculum and assessment
- School and ELC improvement
- Performance information

School Improvement Plan

The School Improvement Plan is developed in consultation with staff, pupils and parents and is also available to download from the school website.

[Laurieston Primary School - Home Page](#)

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 \(www.gov.scot\)](#), [Scottish Attainment Challenge | Learning in Scotland | Parent Zone \(education.gov.scot\)](#) and [Scottish Attainment Challenge | Learning resources | National Improvement Hub \(education.gov.scot\)](#)
- Curriculum for Excellence: [What is Curriculum for Excellence? | Curriculum for Excellence | Policy drivers | Policy for Scottish education | Scottish education system | Education Scotland](#)
- National Improvement Framework 2022: [Education - Achieving Excellence and Equity: national improvement framework and improvement plan 2022 - gov.scot \(www.gov.scot\)](#) and [National Improvement Framework | Learning in Scotland | Parent Zone \(education.gov.scot\)](#)

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

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