A Foreword from the Director of Children’s Services

Session 2017-18

This handbook contains a range of information about your child’s school which will be of interest to you and your child. It offers an insight into the life and ethos of the school and also offers advice and assistance which you may find helpful in supporting and getting involved in your child’s education.

Falkirk Council is keen to work with parents, not only to allow you a greater opportunity to contribute to your child’s education, but also to encourage you to play a greater role in the life of the school as a whole. We offer a number of opportunities when you will be able to make your voice heard in relation to your own child’s education, your local school, and Children’s Services as a whole.

Throughout each school year there will be opportunities for you to discuss your child’s progress with his/her teacher. There will also be Council-wide events for parents organised by Children’s Services. These events are spread across the school year and each focuses on a particular theme. The events are open to all parents and they are also attended, wherever possible, by the Education Portfolio Holder as well as members of the Service’s Management Team. Each session offers parents an opportunity to ask questions about aspects of their child’s education. Dates for these events will be issued by your child’s school and we hope you will be able to come along and hear about, and contribute to, our plans for Education in Falkirk.

Parental involvement in the decision making process and performance monitoring are now, more than ever, an integral part of school life and will continue to become even more transparent in future years. We look forward to developing that partnership with your support.

We are pleased to introduce this handbook for session 2017/18 and trust it 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 in the first instance who will be happy to offer any clarification required.

Robert Naylor
Directors of Children’s Services
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 506602).
Curriculum for Excellence – Learning to Achieve

Learning Entitlements

In addition to the entitlements of Curriculum for Excellence our education provision 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 environmental projects
- Participate in a community project
- Participate in outdoor learning experiences
- Access appropriate technology
- Be consulted on and contribute to the decision making process in school
- Experience work based learning
- Develop collaborative, social, leadership and other life skills
- Access academic and vocational learning experiences
- 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 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:

- Making sure your child goes to school regularly
- Encouraging and supporting your child with any homework given
- Showing that you are interested in how your child is getting on at school
- Encouraging your child to respect the school and the whole school community
- Being involved in the school

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, carers or anyone else who has parental responsibility for the child.
Dear Parents/Carers,

Welcome to Langlees Primary School. I am very pleased to welcome you as a parent at Langlees Primary. This is our handbook for session 2017/18. It provides you with essential information about our school and everything it is about – quality learning and teaching, curriculum, policies and procedures, parental involvement, support for our pupils and leadership and management.

We are in the middle of very exciting times in education. The impact of Curriculum for Excellence is having a far reaching effect on school and communities. Langlees Primary School is a dynamic learning community. We encourage parents to become involved in their child’s learning. Children are involved in peer and self-assessment as well as in school and national assessments. Our staff are dedicated and caring professionals, committed to delivering a wide, varied and exciting curriculum, getting it right for every child.

Extra-curricular activities include:

- Basketball
- Football
- Various other sporting activities provided by Active Schools
- Homework Clubs run during school term
- Construction Club
- Arts and Crafts Club
- Cycle Proficiency Club runs in term 1

Children are actively involved in decision making through the Pupil Council which organises charity events. Children are further involved in:

- Eco-Schools Committee
- Peer Mediation
- Buddies
- Tidy Team
- Happy 2 Help Squad
- Gardening Club

Our Parent Council are extremely involved in supporting the full school community.

This handbook offers an introduction to our school and a general overview of the education your child will be getting at school.

If you have any questions, or would like any further information on any aspect of this handbook or the education of your child, please do not hesitate to contact me.

To make our handbook easy to use I’ve divided the information into five different sections:-
Section One – Practical Information about the School

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

This section deals with the practical aspects of your child’s attendance at our school.

It provides details on such things as:

- Travelling to and from school
- School meals and milk
- Financial assistance with school clothing, transport and school meals
- School closures in an emergency or unexpectedly for any reason
- General supervision available for your child in the morning and at lunchtime
- Wet weather details
- How the school communicates with parents
- How to 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 me.

- Homework Policy
- Clothing or uniform (PE Clothing)
- Health Statement / medicines

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.

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

Lastly, it includes information about our Parent Council and how to contact them.

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 drug awareness are included as well as information about religious instruction and observance and arrangements for parents who wish to exercise their right to withdraw their child.

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

Section Four – Support for Pupils

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

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

Section Five – School Improvement

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

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

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

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

Gail McGlynn
Headteacher
Langlees Primary School

Name – To be appointed
Parent Council Chair
Langlees Primary School

The information in this school handbook is considered to be correct at the time of publication (Dec 2016), however, it is possible that there may be some inaccuracy by the start of the school term in August 2017.
Langlees Primary School

School Address: David’s Loan Bainsford, Falkirk, FK2 7RG
Telephone Number: (01324) 508590
Fax: (01324) 508590
E-mail: langleesprimaryschool@falkirk.gov.uk
Website: www.langlees.falkirk.sch.uk
Headteacher: Ms McGlynn
Depute Headteacher: Mrs Fox
Principal Teacher: Mrs Horne
Roll of the school: 231
Roll of the Nursery: Capacity 40/40
Teaching Staff:
  Mrs Barrie
  Mr Coulthard
  Mrs Chok
  Miss Douglas
  Miss McLeod
  Mrs Marjoribanks
  Mrs Kennedy
  Mrs Lees
  Mrs Penman
  Miss Reid
  Miss Turnbull
  Mrs Chebe (Probationer)
  Miss McClements
Enhanced Provision: Mrs Gilchrist
  Mrs Anguita
Learning Support: Mr Begen
Support Staff: Mrs Adams
  Mrs Johnston
Nursery Staff:  
Sarah Burden – Senior Early Years Officer  
Mrs Beattie – Early Years Officer  
Mrs Glassey – Early Years Officer  
Mrs Rooney – Early Years Officer  
Mrs Roy - Early Years Officer  
Mrs Gilchrist – Early Years Officer  
Mrs Beaton – Nursery Teacher  

Visiting teachers:  
Mr Faulds (Music)  
Mrs Younger (PE)  

Clerical Staff:  
Mrs Elster  
Miss Morgan  

Janitor:  
Vacant Post  

School Chaplain:  
Mr Andrew Sarle
Section One – Practical Information about the School

Contact Details

<table>
<thead>
<tr>
<th>Name of Head Teacher</th>
<th>Ms McGlynn</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of School</td>
<td>Langlees Primary School</td>
</tr>
<tr>
<td>Address</td>
<td>David’s Loan</td>
</tr>
<tr>
<td></td>
<td>Bainsford</td>
</tr>
<tr>
<td></td>
<td>Falkirk</td>
</tr>
<tr>
<td></td>
<td>FK2 7RG</td>
</tr>
<tr>
<td>Telephone/Fax</td>
<td>01324 508590</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.langlees.falkirk.sch.uk">www.langlees.falkirk.sch.uk</a></td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:langleesprimaryschool@falkirk.gov.uk">langleesprimaryschool@falkirk.gov.uk</a></td>
</tr>
</tbody>
</table>

About the School

<table>
<thead>
<tr>
<th>Stages of Education provided for</th>
<th>Nursery to Primary 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present Roll</td>
<td>School – 232 / Nursery 61</td>
</tr>
<tr>
<td>Denominational Status of school</td>
<td>Non-denominational</td>
</tr>
</tbody>
</table>

Organisation of the School Day

| Primary 1 pupils attend school on a full time basis after the first week. |
|------------------------------|-----------------------------|
| Start time                   | 9.00am                      |
| Morning Break                | 10.30am – 10.45am           |
| Lunch Time                   | Primary 1 to Primary 3 - 12.00pm – 12.45pm |
|                              | Primary 3 to Primary 7 - 12.15pm – 1.00pm |
| Finish Time                  | 3.00pm                      |

Gym days for pupils are given out by class teachers at the start of the session

Assembly day for pupils is Monday
## Agreed Term Dates for Session 2017-2018

<table>
<thead>
<tr>
<th>School Year</th>
<th>Term Dates</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn Term Begins (Staff Only - Dev Day)</td>
<td>Monday 21 August 2017</td>
<td></td>
</tr>
<tr>
<td>Autumn Term Begins (Pupils)</td>
<td>Wednesday 23 August 2017</td>
<td></td>
</tr>
<tr>
<td>Autumn Term Ends</td>
<td>Friday 6 October 2017</td>
<td>34 32</td>
</tr>
<tr>
<td>Winter Term Begins (Staff Only - Dev Day)</td>
<td>Monday 16 October 2017</td>
<td></td>
</tr>
<tr>
<td>Winter Term Begins (Pupils)</td>
<td>Tuesday 17 October 2017</td>
<td></td>
</tr>
<tr>
<td>Winter Term Ends</td>
<td>Friday 22 December 2017</td>
<td>50 49</td>
</tr>
<tr>
<td>Spring Term Begins</td>
<td>Monday 8 January 2018</td>
<td></td>
</tr>
<tr>
<td>Spring Term Ends</td>
<td>Thursday 29 March 2018</td>
<td>57 56</td>
</tr>
<tr>
<td>Summer Term Begins</td>
<td>Monday 16 April 2018</td>
<td></td>
</tr>
<tr>
<td>Summer Term Ends</td>
<td>Friday 29 June 2018</td>
<td>54 53</td>
</tr>
<tr>
<td></td>
<td></td>
<td>195 190</td>
</tr>
</tbody>
</table>

### Term Time Public Holidays
- Monday 11 September 2017
- Friday 9 February 2018
- Monday 12 February 2018
- Monday 7 May 2018
- Friday 30 March 2018 (Good Friday)
- Monday 02 April 2018 (Easter Monday)

### Staff Development Days
- Monday 21 August 2017
- Tuesday 22 August 2017
- Monday 16 October 2017
- Tuesday 13 February 2018
- Friday 4 May 2018
Registration and Enrolment

The date for registration of new school entrants is advertised in all local nurseries, the local press and on the council’s website www.falkirk.gov.uk. It is normally in January each year. 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.

Parents who want to send their child to a school other than the catchment school must make a placing request. 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.

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.

Absence from school is recorded as authorised, that is approved by the education authority, or as unauthorised, and that is unexplained by the parent (truancy).

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

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

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

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

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

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

**Uniform Price List**

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sweatshirt</td>
<td>£7.00</td>
</tr>
<tr>
<td>Polo Shirt</td>
<td>£6.50</td>
</tr>
<tr>
<td>Girl’s Kilt</td>
<td>£17.95</td>
</tr>
<tr>
<td>Gingham Dress</td>
<td>£9.50</td>
</tr>
<tr>
<td>Fleece Jacket</td>
<td>£10.00</td>
</tr>
<tr>
<td>Reversible Jacket</td>
<td>£16.50</td>
</tr>
<tr>
<td>T-shirt (gym)</td>
<td>£4.20</td>
</tr>
<tr>
<td>Shorts (gym)</td>
<td>£4.20</td>
</tr>
<tr>
<td>Infant Backpack</td>
<td>£7.50</td>
</tr>
<tr>
<td>Junior Backpack</td>
<td>£8.50</td>
</tr>
</tbody>
</table>

(name embroidery on sleeve £1.50 per sweatshirt)

Orders can be placed with the school office at any time. Prices above may be subject to change. 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, sweat shirts and PE equipment, which are often lost. A protective apron or an old shirt should be worn for art and craft activities. Please help the school and the education authority by making sure that pupils do not bring valuable or expensive items of clothing to school.

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

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

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

Primary and Secondary Menus offer healthy and tasty meal options whilst reflecting the Scottish Government food and drink legal requirements for School Lunches. Special diets and allergies are usually accommodated subject to consultation with the parent/guardian and the regional dietician. Primary School Menus provide 3 daily choices with High Schools providing a range of plated meals, pasta, meal deals and salad boxes. Meal prices are reviewed annually. Please contact the school to be advised of the current price.

All P1-3 pupils are entitled to a free school meal. In the case of P4-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.

Payment

The cost of a school lunch is £2.05 a day. This should be paid on a Monday for the week or part week.

Lunch Supervision

Packed lunches and school dinners are eaten in the Dining Hall. This is supervised by 2 adults.

Tuck Shop

A healthy Tuck Shop is open at break times. Please see price list below (which may change due to cost changes). We have a “non-profit” making Tuck Shop.

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plain water</td>
<td>20p</td>
</tr>
<tr>
<td>Golden Wonder crisps</td>
<td>20p</td>
</tr>
<tr>
<td>Babybels</td>
<td>20p</td>
</tr>
<tr>
<td>Cheesestrings</td>
<td>20p</td>
</tr>
<tr>
<td>Fruit</td>
<td>20p</td>
</tr>
<tr>
<td>Frubes</td>
<td>20p</td>
</tr>
</tbody>
</table>

We do not allow cans, glass bottles or fizzy juice.

We do not encourage chocolate or sweets as snacks.

Medically Prescribed Diets

Parents/Carers with a child/ren on a medically prescribed diet should contact the Headteacher in order to obtain and complete a prescribed diet referral form. The Schools Meals Service will only accommodate a child/ren with a medical referral supplied by their G.P.

Free School Meals and Clothing Grants

Some families may be eligible to apply to Falkirk Council for free school meals and/or payment towards the cost of footwear and clothing. The application process is detailed below.

Application Forms for Clothing Grant and Free School Meals including eligibility criteria are available from the school, Falkirk One Stop Shops, Registrars or can be downloaded from
Travel to and from School

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

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

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

Parents are not allowed to use the school car park for dropping off or collecting children.

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 over 8 years of age 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 there is no supervision in the playground therefore pupils should not arrive at school until as near to the school start time as possible. Parents are responsible for pupils until the bell rings at 9am.

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.

**School Security**

Falkirk Council has introduced procedures 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 buildings. Normally, anyone calling at a school for any reason will be asked 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 are allowed to stay indoors during breaks and at lunchtime. However, as supervision during these periods is limited, it is especially important that they exercise good behaviour. Children having school lunches may remain in school during wet weather but, again supervision is limited.

**Parents Meetings**

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

**Communication with Home**

From time to time your child will bring home important and routine communications from the school. **Parents are encouraged to check their child’s schoolbag for these communications.** Enquiries of any kind should be addressed to the Headteacher in the first instance.

**Unexpected Closures**

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

**Mobile Devices**

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

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

**ICT Acceptable Use Policy**

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

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

**Equality**

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

Children’s Services has a range of policies and procedures to address equalities issues specific to education to enable us to fulfil these duties. The Service also supports the MAHRS Strategy and all education establishments have a responsibility to report incidents of identity-based bullying.

**English as an Additional Language**

The Council provides a support service of teachers of English as an additional language. The teachers visit schools to work with those bilingual pupils who require assistance in developing English language skills.
Complaints, Comments and Suggestions Procedures

Falkirk Council Children’s Services are keen that you should be completely satisfied about your child’s education and we encourage feedback on our services from parents, pupils and members of the public. We are interested in feedback of all kinds, whether it be compliments, suggestions or complaints. Compliments and suggestions can be giving to schools by writing, by email, telephone or in person.

If you have a complaint about the school, please let us know. It is better that concerns are shared openly and resolved quickly, rather than being allowed to damage the relationship between home and school. We will deal with the issue confidentially and as quickly as possible. If we have made a mistake we will apologise and try to put things right.

There are some things which you should take note of in relation to making a complaint:

• Parents must first consult the school regarding their complaint. Although we try to respond as quickly as possible, issues can sometimes be complex and the school may need time to investigate them.
• 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.
• If your complaint has not been satisfactorily resolved by the school, it may be eligible for consideration at the second stage (by Children’s Services, Sealock House). Complaints will not be considered by Children’s Services unless they have been thoroughly considered by the headteacher.
• If you remain dissatisfied after this further investigation, you can raise the matter with the Scottish Public Services Ombudsman.
• You should also be aware that you have the right to raise concerns with your local Councillor, MSP or MP.
• You can find out more about the Council’s Complaint Procedure from the Falkirk Council website.

School Health Service

NHS Forth Valley has a statutory obligation to provide a health service for all school age children in Falkirk District. The aim of the service is to make sure that all children, throughout their school year, are in the best possible health to benefit from their education.

The Public Health Nursing Team for Schools offer health assessments and reviews, health screening and deliver school based immunisation programmes. The team comprises of Public Health Nurses (Specialist Practitioner), Registered Nursery and Healthcare Assistants who are based in a local Health Centre and work over a number of schools in the area.

Pupils, parent/carers can request a health appointment at any time. Other health professionals and teaching staff can also request a health appointment for the child or young person with parental and or young person’s consent.

Health reviews will take place as necessary involving a parent questionnaire, a check of health records and if required screening of your person’s consent.
• Health screening – All children in primary one and at other selected stages will be seen to have their growth and vision checked
• Immunisations – Secondary school pupils are offered immunisations. At the appropriate time information booklets and consent forms will be issued.
• Health Education – The Public Health Nursing Team has an important role in encouraging healthy lifestyles, working closely with teaching staff, pupils, parents/carers and the community.

The School Doctor (Community Paediatrician) may also offer appointments to children who have a significant ongoing medical or developmental condition affecting their education. School staff and parents can request a consultation with the School Doctor at any time.

The School Health Service can be contacted on 01786 434059.

The Public Dental Service carries out dental inspection in Primary 1 and Primary 7 and can help access dental services for those children who are not registered with a Dentist.

**Infectious Diseases**

Colds, flu and gastroenteritis are the most common infections affecting children of school age. It is important that you keep your child off school in the early stages of flu and while they still have diarrhoea.

It is important that your child understands how to prevent picking up and spreading such infections. You will be able to get further advice about good health from staff in your Health Centre or GP Practice.

For advice about early detection and treatment for other infectious diseases e.g. chickenpox and mumps, please consult your GP or Nurse.

**Head Lice**

Head lice are spread through head to head contact at home, while playing or in school.

Regular wet combing of your child’s hair using a head lice detection comb is the best way to catch this possible problem at an early stage.

The only way to be sure that your child has head lice is to find a live louse. If you find live lice, get the correct lotion from your doctor, health visitor or pharmacist. Shampoos and other treatments are not effective.

One Treatment is two applications of the treatment lotion, seven days apart. If this is not followed then re-infection is likely.

Advise family members and close friends that your child has head lice and that they should check their own hair. Only treat if live lice are found. Don’t be shy about advising others of this possible problem because you would likely tell family and friends about other infections which might affect them.

Regular wet combing of your child’s hair with the head lice detector comb is the best protection as it allows you to detect the condition and treat is speedily.
Further advice can be obtained from the Health Board head lice leaflet which is available in all schools and health centres. Children’s Services leaflet ‘Frequently Asked Questions’, which is also available in schools.

If you would like to discuss your particular concerns, you could speak to:

Infection Control Service
Forth Valley Royal Hospital
Stirling Road
Larbert
FK5 4WR
01324 567490 / 01324 567679

**Clinics**

From time to time some children are asked to attend clinics (eye clinics, dentist, doctor, etc.). Please inform the school of these visits and arrange for your child to be collected if he/she must leave school to attend the clinic.

No child will be allowed away from school during school hours unless accompanied by a responsible adult or unless written permission to do so has been given by the parent.

**Medicine Administration**

The administration of medicines prescribed by a family doctor is undertaken at the discretion of the Headteacher but schools are generally happy to co-operate with parents in doing so. In order to safeguard the health and safety of children, procedures are drawn up by Falkirk Council Children’s Services.

When a child is prescribed medication by a doctor or a dentist and parents require the school to administer this, the relevant request form should be completed. The MED 1 Form requires parents to deliver the medication to schools for administration by school staff. MED 4 Form permits pupils to carry and administer medication themselves e.g. inhalers. Prescribed medication should be clearly marked with your child’s name, the date prescribed, how often it has to be taken and for how long. Falkirk Council liability insurance does not provide indemnity to employees for administering non-prescribed medicines.

For medical appointments during school hours, please notify the school by letter and collect your child from the school.
Section Two – Parental Involvement in the School

Parents Welcome!

Langlees Primary School, like all Falkirk Council schools, welcomes parental involvement as research has shown that when parents are involved children thrive in school. Parents are invited to the school regularly to see work being done by pupils and to hear about their child’s progress.

Parental Involvement

Langlees Primary School is committed to parental involvement.

At the beginning of each session, a paper copy of the school’s annual calendar will be provided for each parent. This calendar will also be posted on the school website: www.langlees.falkirk.sch.uk.

Parents will have the opportunity to attend our Open Afternoon each session. Parents will be able to see children at work in their classes. Every class leads a school assembly each session and parents of that class are invited to the performance. Each child will take part in a concert or expressive art showcase event for which parents and carers can purchase tickets to make up an audience.

The first Parent Consultation meeting occurs in November each session with parents having a 10 minute appointment with their child’s class teacher to discuss progress. Another evening is set aside for parents in mid-March.

Each session a Curriculum Evening is held to inform parents of curricular developments and to respond to parent’s suggestions for additional information.

Lots of informal opportunities are provided for parents to express their views and hear more about their child’s learning.

School staff will respond to any queries parents raise as quickly as possible.

There are many ways parents can be involved in their child’s progress and development at school. We ask that parents sign homework. Evaluation sheets are issued regularly to ascertain their views and ideas for improvement. There will be an opportunity in May to evaluate the yearly improvement plan and feed into the plan for the following year. In September the Headteacher will share the plan with parents.

Each session, the school develops an Improvement Plan which is taken forward in working groups led by teaching staff. Each of these groups has teaching and non-teaching staff taking forward the initiative.

At key points in children’s lives, parents are invited into the school to see, beforehand, the input being made by teachers in sensitive issues such as sexual health. Parents are also welcome at curriculum, transition and update workshops when they will be given an idea of how teaching and learning is undertaken in school and given opportunity to voice their thoughts.
Parent Councils

Parents are welcome to be:
- involved with their child’s education and learning;
- be active participants in the life of the school; and
- express their views on school education generally and work in partnership 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 can expect to –

- 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 in partnership with staff; and
- take 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 the school in its work with pupils
- To 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.
- To raise funds for the school for the benefit of pupils (in some schools the PTA/PA fulfils this role).

The Parent Council can be contacted at jangleesparentcouncil@hotmail.co.uk. The current position of Chair is vacant.

For more information on parental involvement or to find out about parents as partners in their children’s learning, please contact the school or visit the Parentzone website at www.parentzonescotland.gov.uk.
Pupil Council

The Pupil Council is made up of two elected members from each class in the school. The Pupil Council is only one of the many bodies which represent pupil’s views within the school.

School Ethos

The school adheres to the following values:

We value ourselves; we value others and like the people of Scotland, value integrity, wisdom, compassion and justice.

These values set the baseline for everything that happens in school. We aspire to all our pupils reaching their full potential, making them confident individuals, successful learners, responsible citizens and effective contributors, set for lifelong learning. We celebrate achievement in and out of school through our Celebrating Success wall, Success Assemblies, Good Work certificates, mention in school newsletters and other awards.

Our school chaplain is Rev Andrew Sarle – Church of Scotland.

The school is at the heart of the local community. It has links with a number of local OAP groups, entertaining residents and members with carol concerts. We have a strong link with ASDA who support the school on many occasions throughout the year. Hidden Treasures – run by the local Baptist Church give very generous donations to the school fund. The local Rotary Club provides a number of events for our pupils e.g. Tidy Playground and School Quiz.

Children have the opportunity to take part in many sports through Active School and some local sports clubs including Falkirk Rugby Club, Falkirk Football club and East Stirlingshire Football Club.

The Pupil Council support the local hospital, Strathcarron Hospice, Women’s Aid and the Salvation Army.

Global citizenship is embedded within the curriculum. We have a link school in Malawi which we have supported to buy resources to improve teaching, learning and health.

The school has been an eco-school since 2009 and have now achieved our 3rd Green Flag.

Development of Pupils’ Spiritual, Moral, Cultural and Social Values

The school is committed to supporting the development of its pupils as whole people and as a result, wishes to encourage their development in spiritual, moral, social and cultural terms.

These key human aspects of learning are supported through the following arrangements by:

- 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 value and appreciate the various cultures and heritage of the pupils and to encourage them to appreciate and value the culture and heritage of other.

Pupil Conduct

A partnership between the school and parents is necessary in order 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).

Extracts from our School Behaviour Policy:

Together Everyone Achieves More

T.E.A.M

Providing a happy and safe learning environment where all children can develop as Successful Learners, Effective Contributors, Responsible Citizens and Confident Individuals is of great importance to all staff in Langlees Primary.

It is therefore important that the boundaries of acceptable behaviour are clear and consistent and that we as a school work together with parents/carers.

Everyone in the Langlees school community, staff pupils and parents/carers, all have a responsibility to work together to help promote and encourage good behaviour inside and outside the classroom.

Pupils' Responsibilities

• To treat everyone in the Langlees School Community with respect.
• To follow the Golden Rules.
• To take responsibility for their own actions and behaviour.
• To co-operate with other children and adults.
Parents’/Carers’ Responsibilities

- To make children aware of appropriate behaviour in all situations.
- To encourage independence and self-discipline.
- To support the school in the implementation of this policy.
- To inform the school of any changes in home circumstances which may have an effect on the child in school.
- To be aware of the school’s rules and expectations.
- To foster good relationships with the school.

Staff Responsibilities

- To explain and discuss the Golden Rules with pupils.
- To treat all children fairly and with respect.
- To be a good role model.
- To use rules and sanctions clearly and consistently.
- To form a good relationship with parents/carers keeping them informed of acceptable and unacceptable behaviour.
- Praise pupils when demonstrating good behaviour.

Golden Rules

In Langlees Primary the pupils work hard inside and outside the classroom to remember and follow the rules below.

Golden Rules

- **We are gentle**
  We don’t hurt others

- **We are kind and helpful**
  We don’t hurt anybody’s feelings

- **We listen**
  We don’t interrupt

- **We are honest**
  We don’t cover up the truth

- **We work hard**
  We don’t waste our own or others’ time

- **We look after property**
  We don’t waste or damage things
Dojo System

Providing a happy and safe learning environment where all children can develop as Successful Learners, Effective Contributors, Responsible Citizens and Confident individuals is of great importance to all staff in Langlees primary. It is therefore important that the boundaries of acceptable behaviour are clear and consistent and that we as a school work together with parents/carers.

To promote a positive ethos and good behaviour in our school all classes will be using Class Dojo. Class Dojo encourages children to gain “positive Dojo points” by following our schools golden rules. At the end of each term, there will be a termly dojo treat. Any pupils who have lost Golden Time three times in the term will lose this treat.

If pupils fail to follow the golden rules they will receive a verbal warning. If this behaviour continues the pupil will receive a yellow warning card. Failure to follow the golden rules will result in a “negative dojo point” and so the pupil will lose 5 minutes of Golden time on the Friday.

Restorative Approach to Bullying Behaviour

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

The adoption of restorative approaches is a more effective response than traditional punishments. 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 sanctions are appropriate; exclusion is seen as the last resort and carried out when incidents fall within the legislation criteria.

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

School staff work hard to promote positive behaviour and pupils respond well to the expectation that they will behave well and make the most of every opportunity school affords them. The school’s values underpin everything that goes on within the school. Relationships are positive among children and between staff and children. There are no dual standards – staff treat each other and children with respect and promote children doing likewise.

The school’s emphasis on health and wellbeing and positive behaviour including restorative practices and nurturing approaches impact on how things are done in Langlees Primary School.

Children’s comments:

“This is the best school I’ve ever been in”
Section Three – School Curriculum

Curriculum for Excellence

Bringing learning to life and life to learning

Curriculum for Excellence has now been introduced across Scotland for all 3-18 year olds – wherever they learn. 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 will be fully implemented by 2016.

Glow, Scotland’s unique, world leading, online network supports learners and teachers and plans are already in place for parents across the country to have access to Glow. Parents should ask the school how to arrange access to Glow and a user name and password will be issued.

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.

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. Every single teacher and practitioner will be responsible for the development of literacy and numeracy and health and wellbeing from Early Level through to Senior Phase.

It develops skills for learning, life and works, 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 connection in their learning. It develops skills which can enable children to think for themselves, make sound judgements, challenge, enquire and find solutions.

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 will be a new emphasis by all staff on looking after our children’s health and wellbeing – to ensure that the school is a place where children feel safe and secure.

Ultimately, Curriculum for Excellence aims to improve our children’s life chances, to nurture successful learners, confident individuals, effective contributors, and responsible citizens, building on Scotland’s reputation for great education.

Core skills i.e. literacy, numeracy and health and wellbeing are taught as discrete subjects so that children can access all other parts of the curriculum. A coaching approach to teaching and learning as well as co-operative learning strategies are developing children’s ability to think out of the box and to learn the skills they will need for the 21st century. Teachers provide their pupils with various methodologies and opportunities to develop their learning.

We have revised Learning to Achieve – our core educational policy. Learning to Achieve describes in detail how Curriculum for Excellence will be delivered in our educational establishments. We will use Learning to Achieve to monitor, develop and improve outcomes for children and young people.

Teaching and learning at Langlees Primary has been built up in line with Curriculum for Excellence experiences and outcomes to give a balanced and cohesive curriculum, enabling all pupils to develop
to the best of their ability. Teachers take into account the various ways children learn and ensure the approach best suited to their pupils is provided. Teachers meticulously plan for all areas of the curriculum. They often plan together to provide continuity across stages. They use learning outcomes to plan their daily timetable and ensure these are met. They assess the core subjects regularly and provide written evidence of pupil progress termly to the Headteacher and Depute Headteacher. A specialist PE teacher provides support for primaries 1 to 7. A huge variety of learning support opportunities are provided for children including visits from theatre groups, day trips out to the local area, further afield to various landmarks and tourist attractions and, in Primary 7, a residential experience. A range of outdoor and sports activities are organised through the school and the Active Schools Co-ordinator. Children take part in concerts, expressive arts, assemblies, performing for parents and others. Pupils have varied and extensive learning opportunities to develop their skills, talents and abilities, as they progress through the school.

Throughout all of the teaching and learning going on at Langlees, the aim is for our children to achieve skills for life to make them successful learners, responsible citizens, effective contributors and confident individuals.

You can contact the Headteacher if you would like any further information about the curriculum within our school or come along to our Curriculum Evening which will give parents information on what is taught in the school and how children are learning within Curriculum for Excellence which is embedded in all we do.

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

If you would like to know more about the curriculum at local and national level, visit the council’s website www.falkirk.gov.uk or www.educationscotland.gov.uk/parentzone where you will get up to date information on all aspects of the curriculum.

**Active Learning**

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

Teachers in nursery, primary and secondary schools share their learning intentions with pupils, parents and carers. This takes place on a day-to-day basis, by agreeing the aims of an individual piece of work.

Longer-term planning also takes place in a variety of forms. Pupils in primary school discuss with their teachers their aims for the next block of learning. At the end of the block, progress against these aims is assessed by the teacher and pupil, and new targets are set for the following block of learning.
In secondary schools, pupils periodically review progress against targets and negotiate new ones with their pastoral teacher.

In order to encourage pupils to take responsibility for their learning, a growing number of primary schools use Learning Logs in which pupils plan their programme for completing homework assessments. In secondary schools, homework diaries serve a similar purpose. These diaries are also used for pupils to record their long-term targets.

**Homework**

The school is reviewing its approaches to homework and several classes are piloting a more ‘active’ approach to homework where parents are more involved in their child’s learning at home.

Pupils are given homework to support their learning and to encourage them to become more organised and self-supporting in their learning.

Homework can arise from all curricular areas, and may include written, oral or practical activities. The tasks should be interesting, worthwhile and challenging for the child.

Parents are encouraged to help pupils with their homework as a means of keeping them up to date with the work of the class and the child’s progress and to promote partnership between the school and parents. Homework provides an opportunity to consolidate what has been learned in class, and makes you aware of what your child is learning. Homework is also an integral part of school work. Parental interest and co-operation in ensuring homework is undertaken is appreciated. The school encourages parents to sign each homework task.

**Care of Books / Materials**

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

**Sensitive Aspects of Learning**

Health and wellbeing sets the scene for all aspects of learning which are of a more sensitive nature. Drug awareness is part of health education, with children undertaking this learning at particular times during their primary schooling. Sexual health is delivered during primary 6 and 7 by class teachers. The programme used is shown to parents during a parental workshop for that purpose. There is then the opportunity to hear from teachers who will answer any questions you may have.
Religious Instruction and Observance

Religious Instruction

Schools have a statutory duty to provide opportunities for 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.

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 instruction and/or observance are encouraged to initially discuss their intention with the Headteacher prior to making their decision known to the school in writing.

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 extra-curricular activities available for pupils 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.

All activities are supervised by members of staff or other vetted adults. Where participation involves children travelling or staying late after school, written permission for children taking part is required from parents.

Facilities for Physical Education and Outdoor Activities.

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

Langlees Primary has an excellent gym where the pupils experience a full range of Physical Activities.
The extensive outdoor area provides a great opportunity for Outdoor Learning. The local astro-turf is also available for use by the school.

**Active Schools**

Active Schools are now part of Falkirk Community Trust.

The fundamental aim of Active Schools is to give school aged children the tools, motivation and the opportunities to be more active throughout their school years and into adulthood. These opportunities are available before, during and after school, as well as in the wider community. For further information contact the Active Schools Team on 01324 590952 or visit our website [www.falkirkcommunitytrust.org/sport/active-schools](http://www.falkirkcommunitytrust.org/sport/active-schools)

**Assessment and Reporting**

In September of Primary 1 standardised testing gives a snapshot picture of where individual children have reached in their literacy and numeracy development at the end of their time in nursery. This information helps Primary 1 teachers plan for learning at early stages of Primary 1.

An End of P1 Assessment is completed for all children by June of their Primary 1 year. This shows the progress that children have achieved in literacy, numeracy and phonics during the course of the session.

As pupils progress through school, teachers use a range of assessment strategies, including standardised testing in P3, P5, P7 and S2. Pupils are also involved in assessing their own progress and developing their next steps. Some schools also use standardised tests in P2, P4 and P6.

We recognise that pupils do not develop and progress at the same rate and adapt teaching approaches for each child accordingly. Please contact the school as soon as possible if you have any concerns about your child’s progress.

Parents have the opportunity to find out about their child’s learning through a range of means –

- Parent Information Evenings
- Ongoing discussion with teachers and managers
- Open evenings and/or afternoons meet the teacher events
- Folios of work
- Learning logs or Diaries (which also usually invite parental comments)

Pupil Summary Reports are sent home to parents, who have an opportunity to comment on these. In addition, of course, parents are welcome to contact the school at any time to ask for information or for an appointment to consult with the Head Teacher or class teacher.
Section Four – Support for Pupils

Getting It Right for Every Child (GIRFEC)

Taking care of our children’s well-being and making sure they are alright - even before they are born - helps ensure the most positive outcomes for them later in life. It gives them the potential to grow up ready to succeed and play their part in society.

Getting it Right for Every Children (GIRFEC) is the Scottish Government’s approach to improve 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 and their families to provide quick and effective support when it is needed.

The children and Young People Act (Scotland) 2014 will mean key parts of GIRFEC become law in 2016.

Wellbeing

The Getting it Right approach looks at eight areas of ‘well-being’. These are recognised as areas in which children and young people need to progress in order to do well now and in the future. They allow those responsible for the care and support of children - including members of their own families - to look at a situation in a structured way that will help them identify any needs and concerns and plan with the child and family any action they need to take. The eight well-being indicators are:

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

The approach gives a common language and a way to gather information about a child's world, making sure the child is growing and developing, and has everything they need from the people who look after them both at home and in the wider community. It also encourages practitioners to think about who else might need to be involved (for example a teacher might need to contact other professionals to make sure that an education improvement plan with the child and family was meeting all the child's needs).

Named Person

Every child and young person will have a Named Person to make sure their wellbeing is promoted.

The role of the Named Person in health or education, depending on the age of the child, is to act as the first point of contact for children and families. Through children and families knowing who to contact, their access to help is made easier.

Who is my named person?

Your named person can help if you are a child or young person worried about your wellbeing, or a parent worried about your children/young person’s wellbeing.

<table>
<thead>
<tr>
<th>Stage of child/young person</th>
<th>Named Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>From pre-birth – until starting school or 5 years old</td>
<td>Health Visitor</td>
</tr>
<tr>
<td>Primary or Secondary aged</td>
<td>Primary – Headteacher or Depute</td>
</tr>
</tbody>
</table>
Other agencies may share information with the Named Person. For further information please see the GIRFEC web pages - [http://www.falkirk.gov.uk/services/children-families/policies-strategies/girfec.aspx](http://www.falkirk.gov.uk/services/children-families/policies-strategies/girfec.aspx) – which link you to many sources of information relevant to children, young people, parents, families and practitioners which we hope will allow you to find what you are looking for. Falkirk Council and its partners are currently working together to embed the role of the Named Person. You will be given the name of your child’s Named Person in due course.

When the Named Person 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 Headquarters will provide the advice and support you may require.

**Family Support Service**

Across Falkirk there are a number of services who can support children, Young people and their families from early intervention to more intensive support. The main aim of these services is to increase the wellbeing of young people and their families.

Children, young people and their parents may require additional support at different times in their life e.g. following a bereavement, illness, transition, when experiencing anxiety, behaviour issues, during or after changes in family circumstances. Support is tailored to meet the individual needs of children & families, when they need it and as locally as possible.

Individual or group work can be delivered in school, home or in the community. A request for support can be made through a member of school staff (named person) who will be able to talk with you, gather information & your family’s views. This helps identify the most appropriate service. Family Support services work in partnership with families, schools and other agencies to support young people’s wellbeing. The school works closely with Aberlour Family Centre and throughout the year there are drop-ins provided by Aberlour to support families.

**Protecting Children and Young People**

All children have a right to be protected from harm, abuse and neglect. The vision of the Forth Valley Child Protection Committee is "It’s everyone’s job to make sure that children in the Forth Valley are safe."

Children’s Services have an important role in identifying children who have been abused or are at risk of being abused.

Falkirk Council has clear procedures for all staff to follow. Head Teachers or designated members of staff are instructed to notify Falkirk Council Children’s Services when a member of staff has a suspicion that a child might have been abused or be at risk of abuse.

Children’s Services will make a decision on whether or not an investigation is necessary and will advise accordingly. In every situation, the welfare of the child overrides other considerations.
Additional Support Needs

As with all local authority schools in Scotland, this school operates under the terms of the Additional Support for Learning Act (2009) and its accompanying Code of Practice. Further details of the policies and procedures can be found on the Falkirk Council website: http://www.falkirk.gov.uk/services/schools-education/additional-support-needs/

These procedures have been strengthened through the Children and Young People Act (2014). Working with other agencies and professionals – for example, Social Work Services, Educational Psychology Service, National Health Service and parents – decisions are made jointly with parents, children and young people with regards to the best possible education to meet the needs of the child within the resources available.

Support for Pupils

Pupils’ additional support needs will be identified and addressed through the Getting It Right for Every Child processes. This involves close co-operation between the parent or carer, the child and the staff in school – they are the core part of the Team Around the Child. Others involved in your child’s education and well-being will also be part of the Team, and will help to complete a rounded picture of assessment where appropriate. The Team will also draw up and review plans to meet the needs identified. Their activities are co-ordinated by the Named Person, who is responsible for ensuring plans are implemented and has an overall picture of the pupil’s progress. You will be told who the Named Person is for your child when they start school. If you believe your child may have unrecognised additional support needs, your first point of contact should be the child’s class teacher or form tutor.

The school makes provision for pupils with additional support needs throughout their education:
- 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 to co-ordinate and organise support for children
- the school can call on the time of a Support for Learning Assistant for exceptional cases

Our school also has a small unit supporting specialist education for pupils identified as a priority by Falkirk Council Children’s Services. In addition, the authority maintains other specialist provision to meet the needs of children experiencing severe and complex disabilities, sensory impairments, those with complex social, emotional and behavioural difficulties. There is also a specialist team supporting bilingual and travelling pupils, those with long-term illnesses, and other children with significant additional support needs.

If a child has long-term additional support needs requiring the significant support of agencies external to Children’s Services (such as Speech and Language Therapy or Occupational Therapy), the support may require further co-ordination. At this point, the authority would issue a Co-ordinated Support Plan. Details of this process can be found on: http://www.falkirk.gov.uk/services/schools-education/additional-support-needs/

Disputes and Resolution in Additional Support Needs

Schools and Early Years facilities do their best to support pupils, and are responsive to the needs of parents, carers and pupils. Nevertheless, problems may arise, and it is important to deal with these as soon as possible.

In the first instant it is usually wise to contact the school or nursery directly, and if the matter cannot be satisfactorily resolved, they may call on the services of some of centrally-based staff – 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. Their services, called Resolve, may be arranged by the Additional Support for Learning Adviser, or
accessed directly by parents on 0131-222-2456. Parents, carers and children with additional support needs can also seek independent advice and support through:

- Enquire – the Scottish advice and information Service for additional support for learning: www.enquire.org.uk, 0345 123 2303
- Scottish Independent Advocacy Alliance; www.siaa.org.uk, 0131-260-5380
- Take Note: National Advocacy Service for Additional Support Needs (Barnados in association with the Scottish Child Law Centre) www.sclc.org.uk, 0131-667-6633.
- Let’s Talk ASN, c/o Govan Law Centre, letstalkasn@edlaw-org.uk, 0141-445-1955.

Educational Psychology Service

Educational Psychologists work in collaboration with teachers, parents and other professionals to support children and young people with their learning and general development, and to make the most of their lives, particularly in educational settings.

Every school and pre-five establishment has a link Educational Psychologist who provides consultation, assessment intervention, training and project work.

The school must obtain the agreement of parents and, where appropriate, the pupil before involving the Educational Psychology Service.

Pastoral Support

A range of support from teachers, support staff, individual agencies and peers, tailored to meet the needs of each individual child will be put in place, where appropriate.

Transitions

At every transition point, be it children entering nursery from playgroup or home, nursery to primary 1, stage to stage throughout school, a change to another primary or from primary to secondary, everything possible is done to help our more vulnerable pupils make the change. Meetings between all staff involved and parents are held and agreed targets laid out. Children can have buddies, peer support, support staff involvement and personalised targets set.

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 a Nursery Education in Falkirk

All Falkirk nursery classes are required to allocate places 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 place can be provided in either a Falkirk Council nursery or in a private nursery/playgroup which is in partnership with Falkirk Council.

Children become eligible for pre-school education the term after their third birthday.

<table>
<thead>
<tr>
<th>If your child is born between:</th>
<th>They will be eligible for a funded pre-school place from:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 March to 31 August</td>
<td>Autumn Term (August)</td>
</tr>
<tr>
<td>1 September to 31 December</td>
<td>Spring Term (January)</td>
</tr>
<tr>
<td>1 January to 28/29 February</td>
<td>Summer Term (April)</td>
</tr>
</tbody>
</table>

Application forms are available from all primary schools and nurseries and can also be downloaded from the Falkirk Council web-site at [www.falkirk.gov.uk](http://www.falkirk.gov.uk).

Only one application form should be completed. The application form asks for the 1st, 2nd and 3rd choice of nursery, the form should be returned to the 1st choice where you will also be asked to show the child’s birth certificate and proof of address.

On most occasions children are allocated a nursery place in the 1st choice nursery in their pre-school year, this may not always be possible in their ante pre-school year, however, an alternative place will be offered and the child’s name will be placed on the waiting list of the 1st choice.

Nursery classes in primary schools only provide places for 3 to 5 year olds. Enrolment dates will set by each school and will be advertised locally.

Transfer from Nursery to Primary

Before leaving nursery, a transfer of information record for each child will be prepared by nursery staff to ensure a smooth transition and continuity of education for the child transferring to primary. All nurseries and primary schools have a variety of systems which support the transition process for children. This ensures that children’s strengths and development needs are addressed.

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 Children’s Services, or the relevant school.

Any movement between denominational and non-denominational schools at year stages other than Primary 1 will require a Placing Request Form to be completed. Enrolment dates will be set by each school and the enrolment should be completed in January prior to the start of term in August. The school may place adverts in the local press and nurseries advertising the date(s) for enrolment. Enrolment Forms should be completed on enrolment day at your catchment school. Parents are asked to bring the relevant birth certificate(s) and proof of residency when enrolling their child(ren).

You are still required to enrol your child(ren) at your catchment school even if you do not wish him/her to attend that school.
Enrolment timetables 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**

Visits to secondary schools are organised before the summer holidays and children from other catchment schools who will be attending the same secondary school will have the opportunity to meet and get to know each other and their teachers as well as to experience some learning in the secondary school setting. Most secondary schools have an open evening where parents can find out information about which subjects will be taught in S1, uniform policy, lunchtime arrangements, school clubs, etc.

If you wish your child to attend a secondary school other than the catchment secondary school for your home address, you will be required to make a Placing Request as detailed in the Placing Request section below.

Parents of non-RC baptised pupils who were enrolled as a Placing Request at a denominational primary school after November 2012 must submit a further Placing Request if they want them to transfer to St Mungo’s High School. Otherwise, these pupils are automatically entitled to transfer to their catchment non-denominational secondary school.

Parents of children who are planning to change from denominational to non-denominational or vice-versa between primary and secondary school should ensure that both the primary school and the intended secondary school know what is to happen.

**Catchment Secondary School**

Pupils from Langlees Primary School normally transfer to the catchment secondary school which is:

Falkirk High School
Westburn Avenue
Falkirk
FK1 5BZ
Tel: 01324 679010

Mr Keith Webster is the Headteacher of the school and Mr Grieg Orrock, Depute Headteacher, has responsibility for primary/secondary liaison.

Both schools work within the cluster of schools feeding Falkirk High School, to plan a number of extra-curricular and pastoral transition events. Pupils who are identified as needing extra support in making the transition are identified early by primary staff. Support for Learning staff visit the primary school to collect data and have a discussion about ways to make transition as easy as possible. Very early on in the primary 7 year, parents and primary 7 pupils are invited to an open night at Falkirk High School where they can see the facilities the school has to offer and meet a number of staff. During primary 7, pupils have a three day induction at Falkirk High School when they follow a timetable and get a flavour of what secondary education will be like.
Children with support needs are identified early and work is begun to support their transition. Opportunities are available to experience additional time in the Secondary setting. This may involve teaching staff and staff from the Family Support Agency.

**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 to a particular school. 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 on the appropriate Enrolment Form 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 future catchment pupils they expect to move into the area in the following school year.

If more PlacingRequests 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.

If you wish to make a Placing Request, you should complete the appropriate application form (one for each child involved) and return it to Forward Planning Section, Children’s Services, Sealock House, 2 Inchrya Road, Grangemouth, FK3 9XB. This Form must be completed by the child’s Parent/carer. Placing Requests for Primary 1 and Secondary 1, commencing in the next school session should be made by the 15th of March each year for consideration. 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.

Placing Request Forms are available from the Forward Planning Section, Children’s Services at Sealock House, all schools, Libraries, One-Stop Shops and on the Falkirk Council website.
**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. Your Placing Request will only be granted if there are surplus places available at the 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 when necessary.

Standards and Quality Report

Every year each school publishes a Standards and Quality report which highlights the school’s major achievements. The full report will be available on the school website www.langlees.falkirk.sch.uk

School Improvement Plan

Our priorities taken forward for this session are detailed below:

Mental Maths

This year we are working on raising attainment in maths through a variety of approaches.

Literacy

As a school we have been developing approaches to Reading. This will hopefully raise pupil attainment in skills related to comprehension.

Health and Well being

This year we are developing health and well-being. We are raising awareness of the Shannari indicators. The school is also working towards becoming a Rights Respecting School.
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. This note explains why we need this information, how we use it and what we do to protect the information supplied to us.

Why do we need your data?

In order to make the best decisions about how to improve our education service, Scottish Government, education authorities and other partners such as the SQA and Skills Development Scotland need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better examination results. Accurate and up-to-date data allows us to:

- plan and deliver better policies for the benefit of all pupils
- plan and deliver better policies for the benefit of specific groups of pupils
- better understand some of the factors which influence pupil attainment and achievement
- share good practice
- target resources better
- enhance the quality of research to improve the lives of young people in Scotland

Data policy

Information about pupils’ education is collected through our statistical surveys in partnership between the Scottish Government and Local Authorities through the ScotXed Programme which aims to help schools and Local Authorities by supporting efficient collection, processing and dissemination of statistical information. The Scottish Government then provides analysis of the data to support research, planning, management and monitoring of education services as well as to produce National Statistics publications.

Education data within Scottish Government is managed effectively by secure systems and is exploited as a valuable corporate resource, subject to confidentiality restraints. As part of its data policy, Scottish Government will not publish or make publicly available any information that allows individual pupils to be identified, nor will data be used by Scottish Government to take any actions in respect of individuals. Data is held securely and no information on individual pupils can or would be made publicly available by Scottish Government.

The individual data about pupils in schools collected by Scottish Government through statistical surveys is used only for the statistical and research purposes for which it is collected.

Your data protection rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This note can give only a brief description of how we use data. Fuller details of each individual ScotXed survey, including the purpose of each and the published data, can be found on the ScotXed website.
(http://www.gov.scot/Topics/Statistics/ScotXed). Pupil names and addresses (other than postcode) are never collected in any ScotXed statistical survey.

Scottish Government works with a range of partners including Education Scotland, Skills Development Scotland and the SQA. On occasion, in order to help meet our aim of improving the life of young people in Scotland, we may make individual data available to partners such as the National Registers of Scotland to carry out research relating to the national population census and also to academic institutions and organisations to carry out additional research and statistical analysis which helps inform policy development and contributes to improving outcomes for Scotland’s people. In order to carry out this research to support better decisions, policy making and practice, data may be linked to information from other sources.

Any sharing or linkage of data will be done under the strict control of Scottish Government, and will be consistent with our data policy and the National Data Linkage Guiding Principles. This will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing or linkage of data will be taken in consultation with relevant colleagues and individuals within and outwith Scottish Government. At all times pupils’ rights under the Data Protection Act and other relevant legislation will be ensured.

Concerns

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

You may find the following websites useful.

- [www.parentzonescotland.gov.uk](http://www.parentzonescotland.gov.uk) - 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.
- [www.hmie.gov.uk](http://www.hmie.gov.uk) - parents can access school and local authority inspection reports and find out more about the work of Education Scotland.
- [www.scottishschoolsonline.gov.uk](http://www.scottishschoolsonline.gov.uk) - 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](http://www.falkirk.gov.uk) - contains information for parents and information on Falkirk schools.
- [www.childline.org.uk/Explore/Bullying/Pages/Bullyinginfo.aspx](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.
- [www.respectme.org.uk/](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.
- [www.ltscotland.org.uk/](http://www.ltscotland.org.uk/) - provides information and advice for parents as well as support and resources for education in Scotland
- [www.equalityhumanrights.com/](http://www.equalityhumanrights.com/) - contains information for everyone on equality laws within the government and local authorities.
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 Author
Learning
Achieving
Nurturing
Giving
Listening
Enterprising
Co-friendly
Successful