



Boroughmuir
High School
Edinburgh

School Handbook

2025/26



Respectful * Inclusive * Resilient

A Foreword from the Executive Director of Communities and Families Session 2025 - 2026

Dear Parents/Carers,

This brochure 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.

We are committed to working closely with parents as equal partners in your child's education, in the life of your child's school and in city-wide developments in education.

Parental involvement in the decision-making process and in performance monitoring are an integral part of school life. We look forward to developing that partnership with your support.

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

I am pleased to introduce this brochure for session 2024 - 2025 and hope that it will provide you with the information you need concerning your child's school. If you have any queries regarding the contents of the brochure please contact the Head Teacher of your child's school in the first instance who will be happy to offer any clarification you may need.

Amanda Hatton
Executive Director – Education and Children's Services

Education and Children's Services Vision

Our vision is for all children and young people in Edinburgh to enjoy their childhood and fulfil their potential.

We believe that children and young people do best when:

- they are able to live safely and happily within their own families with the right kind of support as needed
- they attend first class, inclusive schools and early years settings which meet their needs

We will do all we can to strengthen support for families, schools and communities to meet their children's needs.

Our mission is to place children, young people and families at the heart of our service and provide support when it is needed throughout childhood and the transition to adulthood.

In Edinburgh children and young people are at the heart of our vision for the future.

As an inclusive community we work with parents, carers and, where appropriate, partner agencies to support all children and young people.

By working together, we help children and young people to develop understanding about relationships, respect, teamwork, honesty, fairness, patience, and compassion. We do this by offering interesting and relevant learning experiences, by providing our staff with the training and resources they need, and by working with the whole community to accept and care for one another. This isn't always easy, but we believe it is essential so that our children and young people understand the people they meet and learn how to work together to handle setbacks and difficult situations throughout their lives.

When children and young people experience adverse events or as a response to their additional support need, they let us know by reacting in different ways. This presents difficulties for those around them. By working together, by understanding the cause and working out solutions, we can find a way to solve or deal with a problem. If it takes time to get over a problem we will work with a child, young person, and their family to work out the best way forward. This may involve making adaptations and providing additional support or in exceptional circumstances identifying a change of environment.

We recognise that we all experience difficult times, and that everyone deserves the best possible care and support. In Edinburgh we support children and young people to learn in different ways according to their needs. As children and young people learn to read, write, and count some require more support than others do. This need for support arises for a variety of reasons learning difficulties, challenges with emotional regulation and social communication issues. We must meet the needs of all our students in a fair, compassionate, and proportionate way.

In considering how to support all children and young people reach their full potential it may not always be possible to arrive at a resolution all parties agree. However, we will listen to any parent, young person, child or member of staff and work together to resolve difficulties.

We are committed to do all we can to make Edinburgh an inclusive place to live and learn.

Lorna French



Service Director and Chief Education

Officer

Welcome from the Head Teacher

Dear Parents and Carers,

Welcome to the Boroughmuir High School Handbook for session 2025/26 - we are delighted to share information about our school with you.

A Warm Welcome to Boroughmuir High School

Welcome to our thriving school community here in the heart of Edinburgh's Fountainbridge area. As Head Teacher, I am delighted to introduce you to Boroughmuir High School—a place where every young person is valued, challenged, and supported to reach their full potential.

For over a century, our school has been at the forefront of educational excellence, continuing that proud tradition in our stunning, purpose-built facility that opened in 2018.

At Boroughmuir, we are guided by three fundamental values that shape everything we do: **Respect, Inclusion, and Resilience**. These values, developed collaboratively with our entire school community, ensure that every decision we make puts our young people first. We believe that education should be enriching and equitable, empowering all learners regardless of their background or starting point.

Our vibrant community of pupils comes primarily from our learning community schools — Buckstone, South Morningside, Cannan Lane and Bruntsfield.

What makes us particularly proud is our commitment to providing a truly balanced curriculum that prepares young people for success in all aspects of life. From S1 to S3, our broad general education foundation leads seamlessly into personalised pathways through National qualifications, Highers, and Advanced Highers. We enhance these opportunities through partnerships with neighbouring schools and Edinburgh College, ensuring our pupils have access to the widest possible range of learning experiences.

Our vision is ambitious yet achievable: to be excellent in all we do while ensuring every pupil develops the knowledge, skills, and confidence to thrive in our rapidly changing world. We believe in the potential of every young person who walks through our doors, and we are committed to helping them discover and develop their unique talents and capabilities.

Thank you for taking the time to learn more about our school. Whether you are a prospective parent, a current family member, or simply interested in our work, I hope you can see why we are so passionate about what we do here at Boroughmuir High School.

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

The information in this school handbook is considered to be correct at the time of publication (August 2025), however, it is possible that there may be some inaccuracies as the year progresses.

To make our handbook easy to use we have divided the information into five different sections: -

- | | |
|-----------------|----------------------------------------|
| ➤ Section One | Practical Information about the School |
| ➤ Section Two | Parental Involvement in the School |
| ➤ Section Three | School Curriculum |
| ➤ Section Four | Support for Pupils |
| ➤ Section Five | School Improvement |

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 the school.

Kind regards,

Kate Fraser
Headteacher
August 2024

Section One – Practical Information about the School

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

Communicating with the School

This section provides you with some background information on our school. 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.

Contact Details	
Senior Management Team	
Head Teacher	Mrs K Fraser
Depute Head Teacher P7/S1	Ms J Presly
Depute Head Teacher S2/3	Mr C Hembury
Depute Head Teacher S4/5	Mr D Hayes
Depute Head Teacher S6	Mrs C Paterson
Business Manager	Mr B Munro
Administrative Officer	Miss V Leask
Administrative Officer	Miss E Duff
Curriculum Leaders	
Art & Design/Design & Engineering	Mr R Thomson
Chemistry/Science	Mrs G Hearnden
Computing/Business Education	Mrs C Braisby
Drama/Music/Media	Miss A MacLeod
English and Literacy	Mrs A Stratton
Home Economics/HWB/RME	Ms M Mitchelmore
Mathematics and Numeracy	Ms J Blishen
Modern Languages	Mr S Alexander
Physical Education	Mr D Collard
Physics/Biology	Mr F Kastelein
Social Subjects	Mr R Beattie
Support for Learning	Mrs S Hall
Support Staff	
Pupil Support Team	Mr C Brandie
	Miss F Grant
	Mr P McIlwaine
	Miss C Nisbet
	Mrs L Wallace

	Ms K Scherczer	
Senior Service Support Officer	Mr G Stewart	
Senior Technician	Mrs K Paranthaman	
Librarian	Ms F Aleksandrowicz	
Address	111 Viewforth EDINBURGH EH11 1FL	
Telephone Number	0131 229 9703	
Website	http://boroughmuirhighschool.org	
E-mail Address	admin@boroughmuir.edin.sch.uk	
About the School		
Stages of Education provided for	S1 to S6	
Present Roll	1530	
Denominational status of the school	Non-denominational	
Organisation of the School Day		
	Mondays – Thursdays	Fridays
Warning Bell	08:27	08:27
Registration or Assembly	08:32 – 08:45	08:32 – 08:45
Period 1	08:45 – 09:40	08:45 – 09:40
Period 2	09:40 – 10:35	09:40 – 10:30
Morning Break	10:35 – 10:55	10:30 – 10:55
Warning Bell	10:50	10:50
Period 3	10:55 – 11:50	10:55 – 11:50
Period 4	11:50 – 12:50	11:50 – 12:50
Lunch Time	12:50 – 13:35	
Warning Bell	13:30	
Period 5	13:35 – 14:30	
Period 6	14:30 – 15:30	
Assembly days for pupils are:		
Monday	S1	Ms Presly
Tuesday	S2	Mr Hembury
Wednesday	S3	Mr Hembury
Wednesday	S6 (P4)	Mrs Paterson
Thursday	S4	Mr Hayes
Friday	S5	Mr Hayes

Term dates

Term dates for the coming years can be found at:
<https://www.edinburgh.gov.uk/schools/term-dates>

School Session Dates 2024/25

Staff resume		Monday	12 August *	2024
Staff only		Tuesday	13 August *	2024
Pupils resume		Wednesday	14 August	2024
Autumn Holiday	Schools closed	Monday	16 September	2024
All resume		Tuesday	17 September	2024
Mid-term	All break	Friday	11 October	2024
Staff resume		Monday	21 October*	2024
Pupils resume		Tuesday	22 October	2024
Term ends		Friday	20 December	2024

Staff resume		Monday	6 January*	2025
Pupils resume		Tuesday	7 January	2025
Mid-term	All break	Friday	7 February	2025
All resume		Monday	17 February	2025
Term ends		Friday	4 April	2025

The Easter break incorporates the following two holidays

Good Friday	Schools closed	Friday	18 April	2025
Easter Monday	Schools closed	Monday	21 April	2025

All Resume		Tuesday	22 April	2025
May Holiday		Monday	5 May	2025
Staff only		Tuesday	6 May*	2025
Pupils resume		Wednesday	7 May	2025
Victoria Day	Schools closed	Monday	19 May	2025
All resume		Tuesday	20 May	2025
Term ends		Thursday	26 June	2025

* Five In-Service days for all schools.

The above timetable allows for staff and pupil attendance as follows;

	Pupils	Staff
Term 1	86	89
Term 2	59	60
Term 3	45	46
Total	190	195

Registration and enrolment

The date for registration of new school entrants is advertised in all local nurseries, in the local press and on the council's website www.edinburgh.gov.uk.

Registration for Primary One and First Year Secondary takes place in November 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.

Absence from school is recorded as

- authorised, that is approved by the Communities and Families department, or as
- unauthorised, that is unexplained by the parent (truancy).

It is our duty to track and know the whereabouts of all our pupils during the school day. Please let the school know by letter if it is a planned absence (e.g. hospital appointment) or phone by 9.30 a.m. on the day of your child's unplanned absence (e.g. sickness bug). If there is no explanation from a child's parents, the absence will be regarded as unauthorised.

As such if your child is unwell at home and is going to be absent, please let us know as soon as possible by either phoning 0131 229 9703, emailing the school attendance@boroughmuir.edin.sch.uk or using the 'Report Absence' button from the useful links on the school website. We would ask that you make contact with the school each day that your child is absent.

Where your child was expected to attend school and has not appeared in the morning and you have not informed us of any absence, you will be contacted by the school via text message as early as possible in the day to confirm their whereabouts. It is vital that we receive a response to this message immediately in order that we can update our records.

In the event that we do not receive a response a second text message will be sent. After this the school will attempt to make contact with the child's emergency contact to ascertain their wellbeing. We are obligated to continue trying to make contact until we receive a response.

It is also important if your child is going to be late for whatever reason you contact the school by either phoning 0131 229 9703, emailing the school attendance@boroughmuir.edin.sch.uk or using the 'Report Absence' button from the useful links on the school website.

Where possible appointments should be made out with school hours and the school made aware in advance, pupils should sign out and back in.

Please make every effort to avoid family holidays during term time as this will disrupt your child's education and reduces learning time.

Headteachers can approve absences **up to** two school weeks (10 days) from school in certain situations. Any requests for extended absence over two school weeks (10 days) will be referred to the Senior Education Officer, who will decide if it will be recorded as authorised or unauthorised leave.

Please discuss your plans with your child's Headteacher before booking the holiday. If they cannot give permission before the holiday, it will be recorded as unauthorised absence. They can authorise a holiday if you 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 Headteacher 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 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 Communities and Families department has legal powers to write to, interview or prosecute parents, or refer pupils to the Reporter to the Children's Panel, if necessary.

School Dress Code

Parents are asked to co-operate with the school in encouraging the wearing of the school dress code.

Boroughmuir High School will encourage pupils to wear school dress by working closely with parents, pupils and the Parent Council. The school will remind pupils and parents of the school dress code in assemblies and newsletters. It incorporates a range of popular items of dress, e.g. sweatshirts, T-shirts. Wearing school uniform contributes to a positive school ethos and helps avoid discrimination and reduces peer pressure to wear expensive designer clothing.

Boroughmuir High School Dress Code

Pupils in S1-S6	
Personalisation and choice	All pupils must wear
Plain black jumper Or A school branded hoodie And/or A school blazer	A white shirt. A school tie. In S6 pupils are asked to wear the S6 tie. Plain black bottoms with no logo Black (black and white if all black is not an option) shoes or trainers.
Physical Education	
<p>Pupils should bring appropriate clothing for the activity they are working on. We encourage all our young people to wear a Boroughmuir T-Shirt for PE, but this is not compulsory. Activities can be indoor and outdoor so preparing for the weather is important. Pupils can find out their activities from their teacher.</p> <p>PE clothes should be different from those worn to school. During PE lessons all jewellery must be removed and long hair tied back.</p>	

The School Year Heads will:

- Speak to the pupil and ask him/her to follow the dress code and support the school policy
- Contact parents by letter or by telephone to encourage pupils to follow the school policy
- Invite parents to the school to discuss the dress code

A school's reputation can also be enhanced in the local community by the wearing of school uniform and school security will be improved as it will be easier to identify intruders.

Please ensure that **all items of clothing are clearly labelled**, particularly ties, sweatshirts and PE equipment which are often lost.

Please help us by ensuring 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, 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 painted with obscene language or illustrations are 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 school office.

School Meals

Menus offer healthy and tasty meal options while reflecting the Scottish Government food and drink legal requirements in both primary and secondary settings. Our menus are written to balance pupil choice with the most stringent of school food standards in the UK.

All our menus are nutritionally analysed, and new dishes trialled by pupils prior to menu launch

- All our meat is either Quality Meat Scotland or Red Tractor Assured
- All our dairy comes from Scottish Farms
- All eggs used are Free Range
- All fish is MSC certified
- We believe in sourcing food with provenance and aim to increase our spend with Scottish suppliers every year

The catering service supplies meals for pupils by following the special diet policy – more information on menus/ special diets and prices can be found here;

<https://www.edinburgh.gov.uk/food-clothing/lunch-menus-schools>

Special diets and allergies are accommodated in consultation with parent/guardian and catering services.

Meal prices are reviewed annually. Please contact the School to be advised of the current price.

The school has in place a cashless catering system. Pupils can put credit on their card using electronic machines in the school foyer or dining hall. Credit can also be added on-line by parents via the ParentPay account. Parents who would like to obtain further information about the cashless catering system and set up their ParentPay account are welcome to contact the school office.

Free School Meals & Clothing Grants

A parent will qualify for Free School Meals and Clothing Grant if they meet any of the following conditions:

- Universal Credit (where your monthly earned income is not more than £625)
- Income Support
- Income-based Job Seeker's Allowance
- Income-based Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, but not Working Tax Credit, and your income is less than £16,105
- Both Child Tax Credit and Working Tax Credit and an income of up to £7,500

Your child might still get a free school meal if you're experiencing financial hardship. This could be because:

- your immigration status means you cannot get help from the government
- you're still waiting on your first Universal Credit notice

Your child may also be able to get a free lunch if at any point since they were aged 2 they've been:

- looked after
- had a Kinship Care Order
- had a Guardianship Order

All children in primary 1 to 4 receive universal free school meals from August 2021. You are not automatically entitled to meal payments during holidays, free milk or a clothing grant - **you must meet the income-based eligibility criteria and apply for these.**

Each award is valid for one school year. The award provides

- each child with one school meal and milk each day they attend school
- payments to help with meals during school holidays
- a clothing grant payment of £120 for each primary child and £150 for each secondary child, paid once a year into your bank account.

We pay clothing grants between **July until 31 March** the following year. Most clothing grants are paid throughout July and August before the new school year begins.

Information on free school meals and clothing grants and how to apply is available on the website: <https://www.edinburgh.gov.uk/schoolgrants>

Travel to and from School

We encourage our pupils to walk to school as the majority of our pupils live in the school catchment. Parents are requested, when dropping off/collecting children from school that they do not park in any location which causes an obstruction.

Please leave Disabled Parking free for our families who have a blue badge who require them to get their child to school on time.

General Supervision

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

Some schools offer Breakfast Clubs which have their own supervision arrangements prior to the start of the school day.

During intervals support staff supervise the children. There is always access to the building and toilets, and the children are made aware of this.

School Security

The safety and security of pupils and staff when attending or working in a school is very important to us. Schools use a number of security measures including visitors' books, badges and escorts, while visitors are within the school building.

Everybody 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. We would respectfully ask that parents do not attempt to enter schools through another entrance, unless supervised by a member of staff.

If you wish to speak to a member of staff then please come to the school office where we shall be happy to arrange this for you.

Unexpected Closures

In the event of an emergency, such as a power cut or severe weather, that prevents schools from opening in the morning or results in an early closure a range of communications channels are used to let parents know.

We would use the school's Group Call system to alert parents.

In addition, announcements will be made on local radio stations and via the Council's corporate Twitter account [www.twitter.com/Edinburgh_CC](https://twitter.com/Edinburgh_CC) and Facebook page www.facebook.com/edinburghcouncil.

If many schools are affected, or the situation is likely to be prolonged, then the Council's website <https://www.edinburgh.gov.uk/schoolclosures> will also be used.

Complaints, Comments and Suggestions Procedure

We all hope that you will be completely satisfied about your child's education and we encourage feedback on our services from parents and pupils. We are, therefore, interested in feedback of all kinds, whether it be compliments, suggestions or complaints.

If you want to register a comment of any type about our school you can do this by writing, e-mailing, telephoning or making an appointment to see someone. All feedback is welcome and keeps us in touch.

If, in particular, you have a complaint about the school, please let us know. It is better that these things are shared openly and resolved fairly, rather than being allowed to damage the relationship between the family and the school. There will be no negative consequences arising from making a complaint and we will deal with the issue as confidentially as possible.

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

Please make any complaints initially to the Headteacher. This makes sure that the school knows what is going on and has an opportunity to respond and resolve the issue.

We will try to respond as quickly as possible, but often issues are complex and we need time to investigate.

If you are dissatisfied with the service or/and with our response then you will have the right to take the matter further and contact Advice and Complaints Service (Schools and Lifelong Learning) email: cf.complaints@edinburgh.gov.uk or by telephone: 0131 469 3233.

If you remain dissatisfied after the further investigation and reply you can take the matter up with the Scottish Public Services Ombudsman, our reply will include the contact details.

Health and Safety

Within the general policy laid down by The City of Edinburgh Council, the Education and Children's Services has prepared and has continuing development of, safety policy statements for all areas of its responsibility and accordingly manages health and safety and welfare in a way that complies with health and safety statutory and regulatory requirements, and all relevant approved codes of practice and guidance.

School staff are fully instructed in their responsibilities in this respect, and safety regulations apply to all aspects of school life, both on and off the premises.

It is expected that pupils will behave responsibly and comply with all safety requirements.

The support of parents/carers in promoting good practice in health and safety matters is of great importance to the school.

Information about how we manage pupil data in schools/ELC settings

Boroughmuir High School has a legal responsibility to deliver an effective educational programme to its pupils. In order to do this, we need to collect personal data about our pupils/children and their families so that we can help them learn and keep them safe. The type of personal data we will collect include:

Data about our pupils/children and their families

This will include the name, address and contact details of the pupil/child and relevant family members. It will also include information about relevant medical conditions, any additional supports which are needed, and their family situation. We need this information to ensure we know our pupils/children and their families, and to ensure we are able to educate them appropriately and keep them safe.

We will also collect personal data relating to personal characteristics, such as ethnic group to enable statistics to be reported. We need this information so the Council can ensure it is delivering education appropriately to all its citizens.

Data about pupils/children at school/within ELC setting

This will include data about progress, assessments, and exam results. It will also include records of attendance, absence, and any exclusions. We need this information to understand

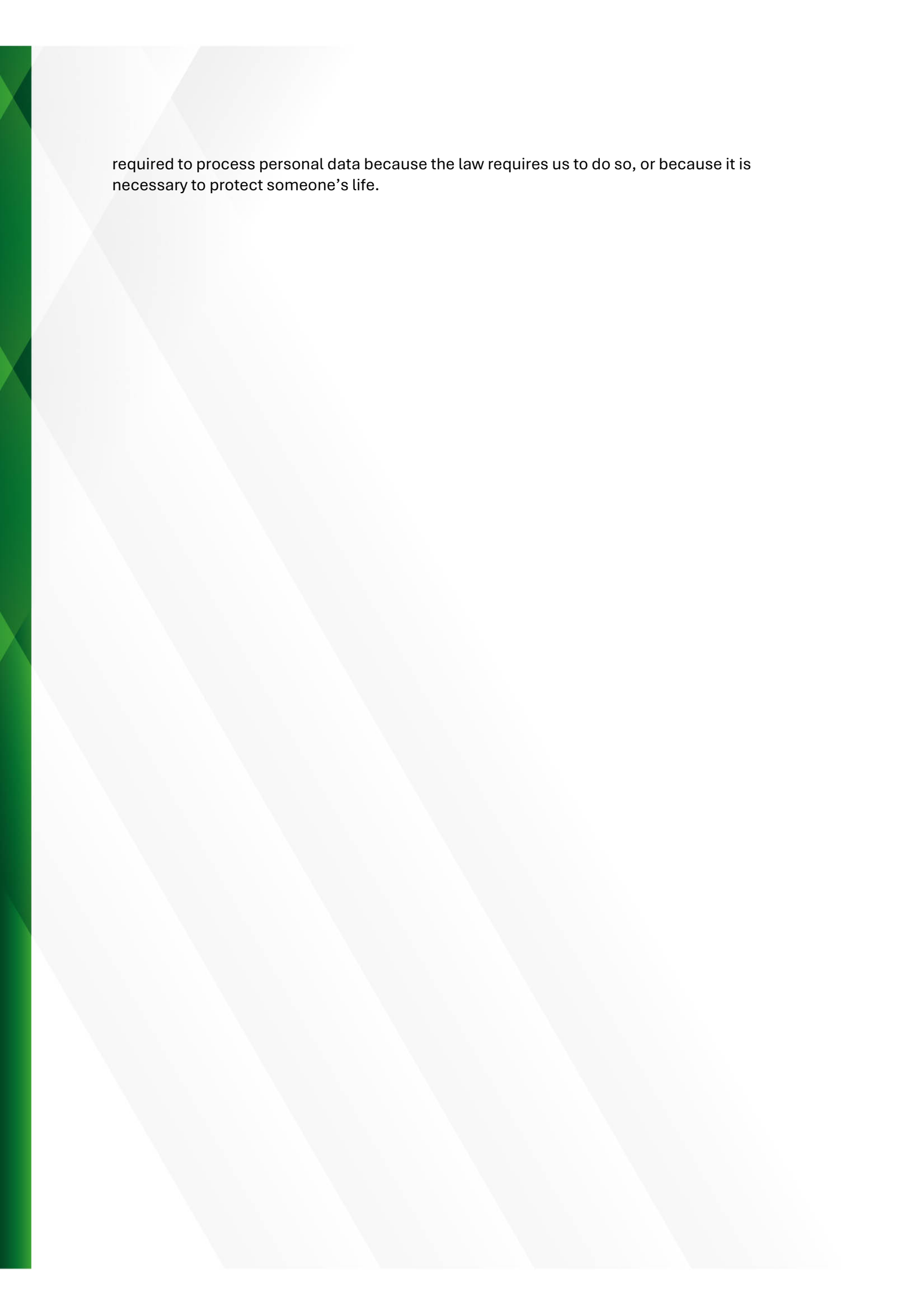
how our pupils/children are progressing, and to assess how we can help them to achieve their best.

Data about when and where they go after they leave us

This will include information about their next setting/school, career paths or intended destinations. We need this information to ensure we support our pupils/children in all their transitions and do all that we can to help their future be a success.

There will be times where we also receive information about them from other organisations, such as a pupils' previous school, the previous local authority where that school or ELC setting was based, NHS Lothian, Police Scotland, Social work, Additional Support Services, and sometimes other organisations or groups connected to a pupil's education. We use this data similarly to the above: to support our pupils' learning, monitor and report on their progress, provide appropriate pastoral care; and assess the quality of our services.

When we collect and use personal data within school/ELC setting, and for the reasons detailed above, we will normally be acting in accordance with our public task. Occasionally we are also



required to process personal data because the law requires us to do so, or because it is necessary to protect someone's life.

We will also take photographs in school/ELC setting and display them on our walls, and in newsletters and other communications. We do this in order to celebrate and share what we have done, including individual achievements and successes. We consider this use of images to be part of our public task as it helps us build an effective community which supports learning. We will not, however, publish these photographs on social media or in newspapers without permission. Consent for this use will be sought when a pupil/child joins Boroughmuir High School and will be kept on record while they are with us. Consent can be withdrawn at any time, please just let us know.

Sometimes we need to share pupil information with other organisations. We are required, by law, to pass certain information about our pupils to the Scottish Government and the Council. This data is for statistical purposes and will normally be anonymised. It is normally required to enable the Council, and the Government, to understand how education is being delivered and to help them plan for future provision. Further information about what the Scottish Government does with statistical data it receives is provided below.

If a pupil/child moves schools/ELC settings, we have a legal obligation to pass on information to their new school/education authority about their education at Boroughmuir High School.

When we record and use personal data, we will only collect and use what we need. We will keep it securely, and it will only be accessed by those that need to. We will not keep personal data for longer than is necessary and follow the Council's Record Retention Schedule and archival procedures when records are identified to be of historical value and require to be retained in the Edinburgh City Archives.

For more information on how the Council uses personal data, and to know more about your information rights including who to contact if you have a concern, see the [City of Edinburgh's Privacy Notice](#).

Sharing personal data to support Wellbeing

In addition to the above, Boroughmuir High School has a legal duty to promote, support and safeguard the wellbeing of children in our care.

Wellbeing concerns can cover a range of issues depending on the needs of the child. Staff are trained to identify when children and families can be supported and records are kept when it is thought that a child could benefit from help available in the school/ELC setting, community or another professional. You can expect that we will tell you if we are concerned about your child's wellbeing and talk to you about what supports might help in the circumstances. Supports are optional and you will not be required to take them up.

If it would be helpful to share information with someone else, we will discuss this with you and seek your consent before we share it so that you know what is happening and why. The only time we will not seek consent to share information with another organisation is if we believe that a child may be at risk of harm. In these situations, we have a duty to protect children, which means we do not need consent. On these occasions, we will normally tell you that information

is being shared, with whom, and why – unless we believe that doing so may put the child at risk of harm.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so.

Sharing educational data with the Scottish Government

The following information has been provided by the Scottish Government – Education and Training Division to let you know why they collect statistical information from school and what they do with it:

Education authorities and the Scottish Government collected data about pupils on paper forms for many years. We now work together with schools to transfer data electronically through the ScotXed programme. Thus, the Scottish Government has two functions: acting as a ‘hub’ for supporting data exchange within the education system in Scotland and the analysis of data for statistical purposes within the Scottish Government itself.

What pupil data is collected and transferred?

Data on each pupil is collected by schools, local authorities and the Scottish Government.

The data collected and transferred covers areas such as date of birth, Scottish Candidate Number (SCN), postcode, registration for free-school meals, whether a pupil is looked after by his/her local authority, additional support needs including disability and English as an Additional Language (EAL), and attendance, absence and exclusions from school.

The SCN acts as the unique pupil identifier. Pupil names and addresses are not passed to the Scottish Government. Your postcode is the only part of your address that is transferred for statistical purposes, and postcodes are grouped to identify ‘localities’ rather than specific addresses. Data is held securely and no information on individual pupils can or would be published by the Scottish Government.

Providing national identity and ethnic background data is entirely voluntary. You can choose the ‘not disclosed’ option if you do not want to provide this data. However, we hope that the explanations contained in this message and on the ScotXed website will help you understand the importance of providing the data.

Why do we need your data?

In order to make the best decisions about how to improve our education service, the Scottish Government, education authorities and other partners such as the Scottish Qualifications Authority 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.

Your data protection rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (2018). 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 message can give only a brief description of how we use data. Fuller details of the use of pupil data can be found on the ScotXed website (www.scotxed.net).

The Scottish Government works with a range of partners including Education Scotland and the SQA. On occasion, we will make individual data available to partners and also academic institutions to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control of the Scottish Government, which 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 of data will be taken in consultation with colleagues within and outwith the Scottish Government.

Concerns

If you have any concerns about the ScotXed data collections you can email the Senior Statistician, scotxed@scotland.gsi.gov.uk or write to The ScotXed Support Office, Area 1B, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, braille and large print.

School Nursing Team

The School Nursing team is made up of the

- **School Nurse** (Specialist Qualified 3rd part Nursing and Midwifery Council (NMC) registrant – now masters level 11 post graduate degree)
- **Community Staff Nurses** (Registered Nurse on Part 1 of NMC – undergraduate degree)
- **Community Health Assistants** (not a nurse, may have SVQ qualifications in care related field)

Services provided

Universal Services for All School Age Children:

Child Health Surveillance Programme

- P1 eye tests by Health Assistant - (only for those who did not receive this preschool in nursery)
- Growth Measurements by Health Assistant– currently at Primary 1 and Parent health Questionnaire (this may change in the future dependant on Scottish Government obesity strategy and the Health Visitor assessment at 4-5 years preschool)
- Primary 7 health questionnaire - growth measurement may be added in the future linked to Scottish Government obesity prevention work
- Drop in Services - a drop in health zone for High School Pupils (either in school or community facility) who are seeking advice or support on sexual health and health related issues

Education of Staff and Pupils

- Staff training – CPD in-service days on health actions plans, anaphylaxis etc – will be usually be delivered by the staff nurse
- Healthcare Plans for pupils - education staff will be supported by staff nurses on the planning and education

Healthcare Needs of Children with Moderate to Complex Physical Nursing Needs:

- For children in Complex Needs Schools, nursing care needs will be delivered by the nursing team who are based in these designated schools

School Nurse Services for Children/Young People with Increased Needs:

10 key areas specialist school nurses will focus on:

- Emotional Health and Wellbeing
- Substance Misuse
- Child Protection
- Domestic Abuse
- Looked After Children
- Homelessness
- Youth Justice
- Young Carers
- Sexual Health
- Transitions

How to Refer

Children can be referred to the School Nurse by their school or their GP or other health care professional. Children and young people can also self-refer. They can do this by discussing this at drop ins or asking their teacher/ guidance teacher to refer them. Parents can refer by discussing with their GP or child's teacher/ guidance teacher.

Further information

Our NHS Lothian School Nursing Service web pages:

<https://services.nhslothian.scot/SchoolNursing>

Who Does What

- **GP** – all regular family health care
- **CAMHS** – Child and Adolescent Mental Health – Specialist service
- **Hospital Paediatric** – medical/surgical and other specialist services
- **Community Paediatrician** – doctors in community child health
- **CCN Team** – Community Children's Nurses - specialist paediatric trained nurses
- **AHPs** – Allied Health Professionals - speech and language therapy, physiotherapy, occupational therapy, dietetics, orthoptics – referral based service
- **CVT** – Community Vaccination Team - nurses who deliver vaccination services to all age groups
- **Learning Disability Services** – where there is LD diagnosis
- **Oral Health – Dental** – prevention and treatment service
- **LAC – Looked After Children** - nurses who work only with looked after children. When notified by Social Work that a child has become looked after, the LAC nurses will undertake a health assessment. They may refer to school nursing for ongoing reviews and wider support.

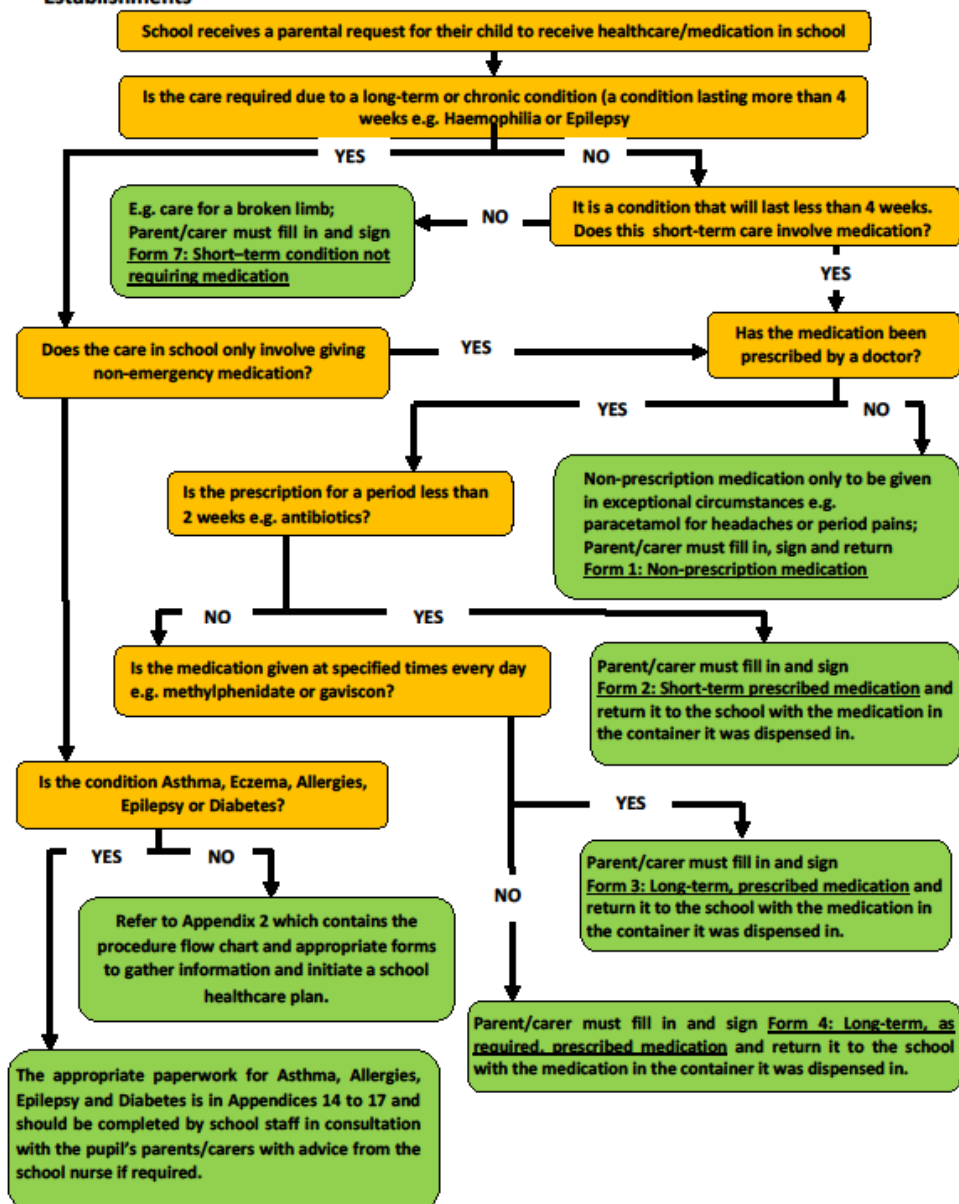
Medicine Administration

If your child has a medical condition, please advise the school. Miss Leask will contact you to discuss and provide you with any necessary paperwork for completion.

If your child requires to take any medication during the school day either prescribed or non-prescription please again contact the school who will provide you with a form for completion. If your child is to take medication during school hours this will be supervised and the form signed

for our/your records.

Flow Chart for Managing Pupils' Healthcare Needs in City of Edinburgh Council Educational Establishments



Use of social media

Boroughmuir High School understands the benefits of using social media; however if misused, our school community can be negatively affected, such as by damaging the school's reputation. We advise parents, and carers to conduct themselves on social media using the following three commons approach to online behaviour:

- Common courtesy
- Common decency

- Common sense

Parental Requests for class lists

Information about your child is held securely and appropriate safeguards are in place. Due to these safeguards we are unable to provide parents and carers with the list of names your child is classmates with.

Other School Policies

Our School web-site hosts other policies and documents you may find helpful.

<https://boroughmuirhighschool.org/policies-and-documents/>

Section Two – Parental Involvement in the School

Parental involvement is very important as we know it helps children and young people do better on a wide range of measures. These positive effects include:

- Better behaviour
- More confidence and greater self-esteem
- Higher attendance rates
- A lower risk of exclusion
- More enthusiasm about learning
- Better results.

This section contains information about our Learning Together Framework and how parents and carers can get involved in their child's learning.

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

Lastly, it includes information on City of Edinburgh Council structures to support the voice of parents and carers. This includes your Parent Council and Parent Teacher Association/Parent Association, how to contact them and how parents and carers can get involved in the life and work of the school.

Connect <https://www.facebook.com/groups/connectingparentgroups> is the national organisation for Parent Teacher Associations and Parent Associations in Scotland, Parent Councils can join too, and it runs an independent helpline service for all parents.

The National Parent Forum of Scotland <https://www.npfs.org.uk> has been set up to give Parent Councils and parents an opportunity to discuss and raise educational issues of mutual interest or concerns at a national level.

Equality

City of Edinburgh Council is committed to improving the quality of life for those who face inequality, harassment, discrimination and prejudice and to harness the talent and celebrate the difference of all who live in the city. This commitment is set out in the Equality, Diversity and Rights Framework which can be viewed on the council's website. As a school, we are committed to fulfilling our obligation of equity and excellence for all learners, with particular reference to protected characteristics under the Equality Act 2010 (race, gender, disability, sexual orientation, religion/belief, age, marriage or civil partnership, transgender status or pregnancy/maternity) and other factors such as poverty.

Children's Rights

The rights of children and young people are at the heart of our code to practice. They are laid out in the United Nations Convention on the Rights of the Child (UNCRC). The UNCRC ensures

that children and young people grow up healthy and safe and that their views are taken into considerations in decisions that affect them.

Ethos

Our Vision

To ensure a confident, nurturing & inclusive learning community where ALL achieve their true potential & embrace life's challenges.

Our Values

Respectful – We value kindness, and consideration in every interaction, fostering an environment where every individual feels safe. valued and heard.

Inclusive – We commit to equity, belonging, and unity, ensuring everyone has the opportunity to thrive and contribute in meaningful ways.

Resilient – We encourage perseverance, determination, and a growth mindset, empowering individuals to navigate challenges with confidence and optimism.

School Aims

At Boroughmuir we aim to:

- Provide a welcoming, safe and supportive environment
- To respect, listen to and value the contributions of all
- To challenge and stimulate
- To promote a culture of achievement, attainment and continuous improvement
- Share high expectations in a nurturing environment
- Celebrate success, diversity and promote equality and fairness
- To imbue the values of tenacity and perseverance
- Promote creativity and enterprise
- To promote individual and collective responsibility and contribute positively to the wider community.

General

- Pupils must bring the appropriate materials (pens/pencils etc) for all lessons.
- All pupils will be issued with an iPad to enhance and support their learning. Pupils should bring their fully charged iPad to school everyday
- Pupils should arrive punctually for all classes and settle down to work quickly and quietly.
- All schoolwork should be attempted conscientiously.
- Pupils should attempt to obey instructions from staff at all times.
- Pupils who arrive at school after registration must report to the School Office on arrival. Absences can be reported over the phone, via the form on the school website or by e-mailing attendance@boroughmuir.edin.sch.uk.
- Smoking and/or Vaping in or around the school is forbidden.
- Litter must be deposited in the bins provided. Pupils asked to pick up litter by staff should do so immediately.
- Pupils must take care not to cause offence to local residents, e.g. they must not sit on garden walls, enter local stairs or deposit litter in the local area. Where a pupil is

identified as having behaved in an inappropriate manner in the local area or on public transport to or from school, parents will automatically be informed by letter and their help requested to deal with the matter.

- Valuables should not be brought to school.
- Gambling in or around the school is forbidden.
- Mobile phones are banned during learning times. Mobile phones are not required for school learning.

Promoting Positive Behaviour

Every child and young person has the right to a high quality education. Positive relationships are fundamental to enable effective teaching and learning to take place. All staff focus on positive relationships by looking for opportunities to encourage learner skills, recognise effort and build on strengths. Positive relationships form a foundation that minimises difficulties occurring. We have adopted the following key principles to create a caring, supportive, learning environment:

- an ethos that values positive, restorative and respectful relationships and promotes shared values
- an inclusive and safe learning environment which supports children and develops their skills and resilience enabling them to become responsible for their own behaviour
- recognising that all behaviour is communication and that understanding what is being communicated and the underlying needs is crucial for assessing and meeting children's needs and finding solutions.

The school uses approaches and strategies which are designed to help prevent and de-escalate difficult situations and identify and support individual support needs.

We understand that everyone learns best when they feel good about themselves. Punishments can make children feel bad about themselves. This can hinder their ability to engage in their learning, including their behaviour. Positive approaches to support behaviour focusses on relationships, skills building, restoration and when appropriate logical or natural consequences appropriate to the child, rather than the implementation of punishments.

We explore and establish "what's happened" with children. To do this we listen to their response whether that is given verbally or expressed non-verbally and act appropriately. Once the reason and purpose for the child's behaviour is known we explore how we can develop appropriate support or adaptations to address the issue by promoting well-being, offering coping strategies and agreeing constructive solutions.

We also want to engage directly with parents to foster and develop our positive ethos. To work together to maintain and support shared learning community values and excellent home/school communication. We want to work together to address, prevent and resolve any difficulties should they arise and to build on our strengths together.

At Boroughmuir we aim to create an environment where all young people feel valued and part of a working environment which is positive and productive.

We aim to do this primarily by creating a culture of praise. We believe young people should be rewarded for good behaviour, effort and work. This will be done informally and frequently through teacher praise both oral and written and through displays of pupil work.

We have stepped intervention approach to supporting relationships within the classroom, creating consistent approaches across all learning environments to support positive decision making and learning. We will work with the parents and carers of any young people who are struggling to meet these expectations.

Preventing and Responding to Bullying and Prejudice Behaviour Among Children and Young People

City of Edinburgh Council have recently updated their anti-bullying guidance.

The guidance for schools supports our commitment to equalities and the wellbeing and protection of children and young people from bullying and prejudice by other children and young people and aims to prevent bullying and prejudicial behaviours and attitudes. It aims to develop positive relationships with all members of school communities and partnerships as part of our approach to getting it right for every child, creating communities that allow children to be Safe, Healthy, Active, Nurtured, Achieving, Respected, Responsible and Included. To support and further improve the positive relationship within schools, equalities groups, which have a wide representation of all stakeholders and reflect the diversity of the school community, will work to take forward the key messages that are included in the guidelines and to ensure that all children have access to support, have their views listened and responded to and are involved in the decisions that will make continue to make their school a place to feel safe, happy and nurturing.

Anti-Bullying Policy

- All pupils and staff have the right to feel happy, safe and included, this is reflected in our core values of resilience, respect and inclusion. Boroughmuir High School aims to support every young person to achieve and attain their very best.
- We actively foster good relations between diverse groups and individuals, respect individuality and celebrate diversity.
- We are committed to promoting equality of opportunity for all and we work actively towards eliminating all forms of bullying, prejudice and discrimination. We challenge inequality and promote inclusive, nurturing environments.
- We recognise the effects that bullying, prejudice and discrimination can have on a child or young person's feelings of worth, on their health and wellbeing and on their school-work.
- We provide opportunities for success through a variety of curricular and extra-curricular options and pathways.
- We encourage creativity and support our young people to build the skills and resilience they need for the future.
- We have the courage to aspire to the very best we can be. We belong to our school and we are very proud of our tradition and heritage.
- We use restorative approaches to repair and strengthen relationships between staff and pupils within our whole school community.

As a school, we are committed to equalities and the wellbeing and protection children and young people from bullying and prejudice. Our school procedure is informed by the overarching 'Preventing and Responding to Bullying and Prejudice' amongst Children and Young People' procedure. We recognise that policy and procedures alone will not address the prevention of bullying; through our core practices (Relationships, Rights Respecting, Resilience, Restorative) we aim to build positive relationships and a culture and ethos which ensure respect, equality

and inclusion. We promote an actively anti-bullying and anti-prejudice culture in our school through preventative, pro-active and responsive approaches.

Bullying and prejudice-based behaviours are not tolerated. The school will put in place appropriate support for all children and young people involved in a bullying or prejudice-based incident. We will support children who display bullying or prejudiced behaviour to identify the feelings and views that have caused them to act in this way. We will challenge these views and support children, through education and learning, to develop alternative ways of behaving. Working together with parents is an essential part of our approach to preventing and responding to bullying. When bullying or prejudice happen it is important that all parents involved work with the school to resolve the problems in the best interests of their child.

Learning Together Framework

All parents and carers are welcomed and encouraged 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 their children's schools.

Parental Involvement

'Parental involvement is about supporting pupils and their learning. It is about parents and teachers working together in partnership to help children become more confident learners'.
Parental Involvement Act, 2006

Getting involved in the life and work of your child's school can include:

- ✓ Establishing and reviewing the Vision, aims, rationale of setting/school
- ✓ Improvement planning
- ✓ Decision-making on education matters affecting child's learning
- ✓ Developing/reviewing policies
- ✓ Organising events for families
- ✓ Using parents' skills to enhance/enrich the curriculum
- ✓ Short-life working groups
- ✓ Volunteering
- ✓ Developing the young workforce
- ✓ Parent Council/Parent Teacher Association
- ✓ Parental representation at school, local authority and national levels

Parental Engagement

Parental engagement can be considered as active involvement in learning.

Parental engagement represents a greater 'commitment, ownership of action' than parental involvement within educational settings such as early learning and childcare or schools.

Goodall and Montgomery, 2014

Your child's school will actively involve you in their child's learning. This can include

- ✓ discussions between parents/practitioners and children
- ✓ Focusing on how families can build on what they already do to help child's learning and to provide a supportive learning environment at home
- ✓ Providing clear and regular communication from school to home
- ✓ Making good use of information technology and the school website

Family Learning

Family learning is a powerful method of engagement and learning which can foster positive attitudes towards life-long learning, promote socio-economic resilience and challenge educational disadvantage.

Family Learning Network, 2016

Family Learning encourages family members to learn together as and within a family, with a focus on intergenerational learning.

Family learning activities can also be specifically designed to enable parents to learn how to support their children's learning.

Learning at Home

Learning at home recognises the vital role that parents, family members, peers and practitioners play in children's learning and development.

Review of Learning at Home 2018

The learning which happens in the home, outdoors and/or in the community, including organised or active learning opportunities

Everyday activities that families already do can be learning at home. These can include

- fun events
- sports
- trips
- cultural or volunteering experiences
- school related activities such as homework, reading and sharing books.

Parental Consultation

We offer opportunities for you to discuss your child's progress with teachers through arranged meetings. You will be advised when these meetings take place. Over and above these set meetings, parents are welcome to contact the school at any time to ask for information or for an interview.

Parental Consultation/Reporting to Parents Throughout the Year

Assessment Reports and Parent Consultations

S1 - In first year, the levels of attainment in subjects are obtained by a process of continuous assessment of what pupils say, write, make and do.

S2 and S3 - In second and third year continuous assessment continues and this will be used as a basis for recommendations for courses to be studied in the third year.

The S2 report includes recommendations made by the staff for each subject for future study.

Pupil Support Leaders will also distribute a Course Choice Information Pack containing a careers guide and a subject choice form. This is followed up by a Parent Consultation. Through discussions between pupil, parent and teacher, a choice of subjects is determined for S3. There are many factors to take into account in the matter of subject choice - subjects the pupils like, are good at and are interested in; a broad balance of subjects thus avoiding a narrow-based curriculum; consideration of subjects that may be essential for a preferred career

For all pupils in the Broad General Education (BGE) two tracking reports are issued along with a full progress report. There is a Parent Consultation Evening for each year group.

If problems arise before the reports are issued, the Pupil Support Leader or Depute Head Teacher S1/S2/3 will contact parents.

S4 – S6 is known as the Senior Phase

Assessment will be based on the criteria published by the Scottish Qualifications Authority (SQA) for National Assessment.

For all pupils in the Senior Phase (SP) two tracking reports are issued along with a full progress report. There is a Parent Consultation Evening for each year group.

In S5/S6 pupils also discuss these with Guidance staff during a timetabled tracking period.

Parents are encouraged to contact the school at any time if they are concerned about their child's progress. Contact is normally through Pupil Support Leaders.

Parent Forum and Parent Councils

All parents/carers are automatically members of the Parent Forum at their child's school. As a member of the Parent Forum all parents can expect to –

- receive information about the school and its activities;
- 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
- enjoy taking part in the life of the school in whatever way possible.

The Parent Forum decides how their representatives on the Parent Council are chosen and how the Parent Council operates. It is important to us that our Parent Council represents the rich diversity of our school community. We warmly invite all parents to volunteer or put themselves forward as representatives on the Parent Council.

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 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 PSA/PTA/PA fulfils this role).

Core Parent Council Members

Name	Role	E-mail	Phone
Kate Fraser	Head Teacher	admin@boroughmuir.edin.sch.uk	229 9703
Keith Robson	Chair/Parent	admin@boroughmuir.edin.sch.uk	229 9703

The Parent Council also exists to strengthen the links between home and school. Through meetings and social events, it gives parents and staff the opportunity to meet informally and to exchange ideas.

By fund-raising activities, it helps to provide additional benefits for pupils, beyond the provision made by the Education Authority. All parents and staff are automatically members of the PC (without charge) and it is hoped that as many as possible will take part in making the PC fully representative.

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.

Connect is the national organisation for PTAs and PAs in Scotland, Parent Councils can join too, and it runs an independent helpline service for all parents.

The National Parent Forum of Scotland has been set up to give Parent Councils and parents an opportunity to discuss and raise educational issues of mutual interest or concerns at a national level.

Locality groups and the citywide Special Schools Group

Locality groups and the citywide Special Schools Group enables Parent Councils members to get together to discuss common issues and have their views on local and citywide issues heard.

The above groups meet four times a year. There are four locality groups: north west, north east, south west and south east. There is also one citywide special schools group.

The Consultative Committee with Parents

The Consultative Committee with Parents (CCwP) is a forum that gives parents and carers the chance to discuss citywide and national issues with members of our staff and other groups. The CCwP meets four times a year. Parent members are chosen at the meetings of the locality groups and citywide special schools group. One parent from the CCwP is put forward to take part in the Education Children Families Committee. This post lasts up to four years.

Education Children's and Families Committee

The committee has one parent representative who speaks on the behalf of parents, taking their views from their work in a school, locality group and the Consultative Committee with Parents (CCwP).

Who to ask

All questions/ requests for information can be sent to
parental.engagement@edinburgh.gov.uk

Your email will be forwarded onto the right person/department to provide the answer/support you need.

Pupil Voice Groups

The school has a well-established pupil council. Each of the five Houses has a rep from each year group. There is a pupil House Captain and Vice-Captain from S6 who also sit on the pupil council. It meets monthly in order to raise issues with the Head Teacher and other staff.

Section Three – School Curriculum

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

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

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

Edinburgh Learns for Life – A Vision for Education



Our Vision

The Edinburgh Learns for Life vision is to create a fairer, healthier, greener future for everyone. We will work together to ensure that high quality learning takes place in schools and in the wider communities where young people live, learn and work. All our young people will be supported to make progress in their learning, pursue their interests and passions, without being limited by barriers. We will provide inclusive and equitable learning opportunities for everyone. Learners will be provided with opportunities to lead, and shape, their own learning where a wide range of pathways are valued equally. Through working together, we will form relationships, and connections, which support positive health and wellbeing and reduce poverty.

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 is an attempt to provide our children with the attributes they will need. 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 from Early Level through to Senior Phase.

It develops skills for learning, life and work, bringing real life into the classroom, making learning relevant and helping young people apply lessons to their life beyond the classroom. It links knowledge in one subject area to another helping make connections in their learning. It develops skills which can enable children to think for themselves, make sound judgements, challenge, enquire and find solutions.

There will be new ways of assessing progress to ensure children achieve their potential. There will be new qualifications for literacy and numeracy. New qualifications at National 4 and 5 were implemented in 2017/18. Our well-regarded Highers and Advanced Highers will be updated to take account of and support the new approaches to learning and teaching.

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.

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

Gaelic-Medium Education

Gaelic-Medium Education (GME), is available at nursery, primary and secondary levels. There are Gaelic parent and toddler groups at various locations in the city. For more information visit their Facebook page [here](https://www.facebook.com/croileagan/). <https://www.facebook.com/croileagan/>

Edinburgh's first dedicated Gaelic nursery and primary school, [Bun-sgoil Taobh na Pairce](#), opened in Aug. 2013 in the Leith area of the city. The school attracts a wide range of families from across the city and the wider Lothian area. Although pupils attending the school do not need to have prior knowledge of Gaelic, it is strongly recommended that they attend a Gaelic-medium setting for their pre-school years. So that our pupils are able to develop the language skills needed to gain full benefit from our rich curriculum, Gaelic is the main language of the classroom and the school, from the earliest stages. To allow for the best outcomes for all our learners, we would usually only admit pupils later than Primary One if their skill and confidence in Gaelic language are demonstrably at a level that would allow them fully to access the curriculum and take part in school life with confidence. To be best placed to support pupils thrive in a GME environment, all parents are strongly encouraged to committing to engage with learning the language themselves. School staff are happy to advise and support families with their Gaelic learning.

Pupils should register for a nursery or school place in the usual way. Taobh na Pàirce runs regular open afternoons for prospective nursery parents, where all families will receive a very warm welcome.

Please contact the school for further information.

Currently, pupils who have studied at [Bun Sgoil Taobh na Pairce](#) transfer to [James Gillespie's High School](#), at the end of P7, to continue with GME. In response to increasing demand, the City of Edinburgh plans to further develop its secondary GME provision by opening a dedicated GME Secondary. Details relating to specific location, timescales, etc. will emerge after further consultation.

Additionally, pupils from across the Lothians entering S5 or S6, who wish to study Gaelic at secondary level, can, depending on space and availability of courses, enrol at James Gillespie's High School to study at National 4, National 5, Higher and Advanced Higher courses.

For general enquiries about GME provision in Edinburgh you can contact us via our dedicated mailbox at gme@edinburgh.gov.uk

The Organisation of Classes

First Year (S1)

Pupils are organised into register classes of up to 33 pupils. For practical subjects e.g. Science, Art and Music, classes of 20 pupils are formed but all other subjects are organised in groups up to 33 pupils. 'Setting' is introduced in Mathematics to assist pupils of all levels of ability.

Second Year (S2)

The pupils may remain in the same classes or there may be some re-organisation of classes. Pupils follow a similar pattern of subjects as first year. Pupils will be 'set' in Mathematics and Modern Languages (French/German).

Third Year (S3)

During S2 pupils will personalise and choose a curriculum which suits their needs and interests for S3 but supports their entitlement to a continuing broad general education. The number of subjects which they select will reduce to eight or less and more time will be allocated to each of these subjects. The eight subjects will be a combination of core subjects e.g. English, Maths, Science, Modern Languages and Social Subjects and a combination of other subjects from Expressive Arts, Technologies or Additional Science/Social Subjects/Modern Languages. At all stages the common themes of Literacy, Numeracy, Health & Wellbeing and ICT will run through all subjects. Pupils will be assessed on their attainment in their selected subjects and their Achievements will be recognised and recorded.

The Broad General Education (BGE) Curriculum (S1 – S3)

The aim of the early years of secondary school is to provide a broad curriculum which will familiarise pupils with a wide range of subjects and introduce personalisation and choice at appropriate points. All pupils will follow the experiences and outcomes of Curriculum for Excellence. Attainment and Achievement will be assessed by progress through third and fourth levels of CfE, recorded and reported on throughout the first three years, ensuring that all pupils of all ability levels achieve the four capacities: -

- Successful Learners
- Confident Individuals
- Responsible Citizens
- Effective Contributors

The subjects studied in S1 and S2 are as follows: -

- Art & Design
- Business

- Computing
- Design & Engineering
- Drama
- English
- French and German or Mandarin
- Home Economics
- Mathematics
- Music
- Personal and Social Education (PSE)
- Physical Education
- Religious & Moral Education
- Science
- Social Subjects (Geography, History, Modern Studies)

All S1 pupils will study French and German in S1. This reflects our Cluster 1+2 language planning from P1 upwards.

Mandarin is also an option in S1 and this is studied as the S1 language if chosen. All pupils will also experience Literacy, Numeracy and Health & Wellbeing outcomes in subjects across the curriculum.

At the end of S2, all pupils will have the opportunity to personalise their curriculum for S3 through a personalisation and choice process which will be organised in school with pupils, pupil support leaders and parents included in the entire process (including a Parent Information Evening at the outset). This will provide pupils with an opportunity to prepare for the Senior School Curriculum (S4 – S6) in which National Examinations will be taken in the subjects chosen in the S3 course.

The Senior School Curriculum (S4 – S6)

Pupils entering the Senior phase will be presented for National Qualifications at the end of S4, S5 and S6.

It is at the end of S2 that most pupils make their choice of up to 8 subjects to study throughout S3 and into the senior phase.

All pupils have a Learning Review towards the end of S3 to ensure this choice is still appropriate for them and meets their needs and aspirations

Most pupils will continue with their personalised course choice for S3 into S4. For some pupils, changes to the number of subjects they are studying and what subjects they are studying will be altered to suit their needs.

In later transitions i.e. S4 into S5 and S5 into S6, pupils will be counselled into subjects to match their choice, ability levels and plans for life beyond school. At all stages pupil attainment will be assessed using National Assessments and achievement will be recognised and recorded. Literacy, Numeracy and Health & Well Being will be integrated to all subjects.

There is a range of experiences to enhance subjects which includes musical events, science and maths projects, and residential experiences both in Britain and abroad. Pupils also have the opportunity to be involved in work experience, the JET Programme, to visit Further Education Colleges for taster courses and to receive the most up to date careers advice. Recent developments in guidance within the school are designed to equip pupils to make decisions and to provide support as this is needed by each individual pupil.

Support for Learning and Additional Support Needs

Support for Learning teachers will assist the classroom teachers by co-operative teaching in the classroom and assisting specific pupils when required. They may, on occasion, extract one or two pupils and give separate tuition if this is felt necessary. This will take place in other classrooms or the Pupil Support Base.

Fifth and Sixth Year Curriculum (S5 and S6)

In Fifth Year, pupils are expected to study 5 subjects. A broad range of subjects are available at Higher, Advanced Higher, National 5 and National Progression Awards (NPAs) which cater for most pupils. It is possible to choose a programme which includes the three sciences - Biology, Chemistry and Physics - or one which includes two languages. For most pupils, however, the advice is to retain a broadly-based programme which will keep options open until a later date. Pupils may also take advantage of arrangements made with neighbouring schools or with Edinburgh College to take courses not available at Boroughmuir.

In Sixth Year pupils are expected to study 3 or 4 subjects. Sixth Year pupils may choose subjects from within the same range as Fifth Year pupils. A number take 'crash courses' in new subjects to gain extra Highers. In addition, Advanced Higher courses will be offered by most departments.

These courses provide a bridge between the teacher-centred approach of Higher and the student-centred requirements of study at College or University. The value of these courses in preparing pupils for Higher Education is widely recognised. Parents may be assured that English Universities give full consideration to pupils with Scottish Advanced Higher Qualifications as is indicated by the number of our former pupils who are pursuing their studies at English Universities.

To increase the range of subjects available - Boroughmuir High School, along with James Gillespie's High School, St Thomas of Aquin's, Liberton High School, Gracemount High School and Firrhill High School have consortium arrangements. S6 pupils attend for timetabled classes day. They also have a PSE and tracking period with their pupil support leader each week.

Active Learning

Curriculum for Excellence emphasises the value of an active learning approach. 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 are engaging and give them ownership of their own learning.

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 and parents will be kept informed and involved at the appropriate time

Home Study Policy

- All pupils from S1-S6 will be given homework in each subject as appropriate.

- The frequency, duration and difficulty of the work will take proper account of the age and ability of individual pupils.
- Staff will do their best to ensure all homework is set via the Assignment Function on Teams.
- All written homework will be checked within a reasonable time span.
- Each teacher will maintain a record of homework. This record will show dates of issue, marks and comments as appropriate.
- Each Subject Department should maintain a departmental policy on homework as part of the Departmental handbook including information on:
 - Frequency and duration of homework for all pupils S1-S6
 - Arrangements for the monitoring of homework at Departmental level e.g. moderation at Departmental meetings etc.
 - Procedures for formative/summative assessment and return of work to pupils
 - Procedures where pupils fail to complete homework
 - Details of record keeping for all members of the department

The department policy document should be in sufficient detail to ensure a consistent approach by all members of the department.

Information is posted on the website in relation to each subject's course content, assessments and homework. Details of the nature, amount, frequency, purpose etc. of homework in each subject are included.

Where pupils do not complete homework or homework is completed late, parents/carers will be informed by letter. Teaching staff are responsible for keeping accurate records in relation to the completion of homework and should inform the school office through the use of 'homework slips' that a letter should be sent home.

Pupils are regularly given homework to support their learning and to encourage them to become more organised and self-supporting in their learning. Homework tasks will be given where a teacher feels a particular child or group of children may benefit from it. The homework will be organised according to the stage and ability of the child, it can arise from all curricular areas, and it may include written, oral or practical activities. The tasks set will 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 and provides you with a useful discussion starter. Homework is also an integral part of school work. Parental interest and co-operation in ensuring homework is undertaken is appreciated.

Religious Instruction and Observance

There is no formal Religious Instruction and Observance programme.

Through assemblies we attempt to provide pupils with an insight to a range of religious festivals and celebrations. We see this as an important part of our school values and an aid in promoting inclusion and diversity. Parents who wish to exercise their right to withdraw their child from this should contact the Head Teacher in writing and alternative arrangements will be made for your child.

Extra-Curricular Activities

In Boroughmuir we provide a large number of extra-curricular clubs which run at breaks, lunchtimes, after school and at weekends. Information on extra-curricular activities can be found on the school website or from our Active Sports Co-ordinator Mr Tony Segall. A list of clubs which were planned for 2020/2021 was as follows:

American Football	Eco Club	Musical Theatre
Art	Enigma Club	Netball
Arts & Crafts	Football Club	Photography
Badminton	Gender Sexuality Alliance	Programming
Basketball	Hockey	Rugby
Book Club	Homework Club	Running
Chess & Origami	Kayak Club	Scripture Union
Computer	Miniature Wargames Club	Ski Race Training
Dance	Multi-Lingual Club	STEM (Science, Technology, Engineering and Maths)
Drama	Multi-Sport	Tennis
Duke of Edinburgh	Music (Guitar, Cello, String, Jazz, Pop Choir and Windband)	Young Enterprise

Other Activities Offered to Pupils

The school offers a wide variety of residential activities to pupils. Every year we give pupils the opportunity to participate in an Activity Week in which a large number of pupils and staff embark on **foreign and local** trips as well as a range of outdoor activities. **There are also school exchanges with schools in Germany, France and Spain.**

Active Schools

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, and develop effective pathways between schools and sports clubs in the local community. These opportunities are available before, during and after school, as well as in the wider community. For further information contact Tony Segall, the Active Schools Coordinator on 229 9703.

Assessment

As pupils progress through our school, teachers use a range of assessment strategies, including Assessment for Learning strategies as well as setting tests. Pupils are also involved in assessing their own progress and developing their next steps.

Pupils in P1, P4, P7 and S3 complete online standardised assessments in literacy and numeracy as part of everyday teaching and learning. The assessments help to identify children's progress, providing diagnostic information that support teachers' professional judgement. The information provided by the assessments helps teachers to assess children's progress and to plan next steps in learning.

The senior phase (S4-S6) builds on the broad general education by continuing to develop learners' knowledge, understanding and skills. National Qualifications are designed to be flexible. Discussions are held with young people and parents on the most appropriate learning pathways.

We recognise that all pupils do not develop and progress at the same rate and, therefore, we use both group and individual methods to ensure that all pupils are given appropriate instruction and the opportunity to succeed. Please contact the school as soon as possible if you have any concerns about your child's progress.

Progression Pathways in the Senior Phase (S4-S6)

We are committed to supporting all children and young people into positive and sustained leaver destinations. By curriculum pathway we mean: "the totality of all that is planned for children and young people throughout their education" (Building the Curriculum 3, 2008) - where all learners are on the right route to the right job, through the right course via the right information.

Career Information, Advice and Personal Support

Through personal support we must build the confidence of our children and young people that they are making the right decisions about their learning pathways in line with their aspirations and abilities.

www.skillsdevelopmentscotland.co.uk is developing as a 'one-stop shop approach' to better signpost all qualifications, pathways and support for learners in Scotland. Each school has a

dedicated Skills Development Scotland Careers Adviser who can support young people and parents at times of choice and change.

For information and support with career conversations go to: www.mykidscareer.com
My World of Work provides an online learner account that enables young people to develop their career management skills and record their attributes, skills, achievements and successes to help them plan their learner journey into work.

<https://www.myworldofwork.co.uk/secondary-school-pupils>

The Scottish Credit & Qualifications Framework (SCQF) helps people of all ages and circumstances to access the education and training that is appropriate to them over their lifetime. It can help you plan your learning and develop progression routes to follow, whatever your situation may be.

The SCQF helps you make sense of qualifications and plan the next stage of your learning journey. You can also compare vocational and more traditional qualifications and see that, although they can be different types of learning, in many cases they sit at the same SCQF Level.

Scottish qualifications are delivered at SCQF level 1-12, schools deliver qualifications up to SCQF 7 which is Advanced Higher. Course awards include National Progress Awards (NPA), Skills for Work Awards (SfW) as well as National Certificates (NC) and Higher National Certificates (HNC).

The following is a helpful guide to the SCQF for secondary school pupils:

<https://scqf.org.uk/media/1408/connecting-your-learning-journey-final-web-may-2018.pdf>

Parents and Carers can access further support on the SCQF here:

<https://scqf.org.uk/support/support-for-learners-parents/support-for-parentscarers/>

Your child may still be at school and about to make a transition to the next stage of their education or may already be at college or university. Wherever they are in their learning journey the SCQF is here to help you make sense of the range of Scottish qualifications, so you can support them to plan their next move.

Sometimes we know where we're going next and what we want to do. For example, your child might study Nationals, then Highers at school and be sure they're going to university next. However, they might prefer to undertake a Foundation Apprenticeship (SCQF Level 6) in S5-6 instead of a Higher or go to college and do some vocational training or learn whilst working through a Modern Apprenticeship (SCQF Levels 5-7). The SCQF can help young people work out their next move and the various pathways to employment.

The **Scottish Qualifications Authority (SQA)** website provides detailed information on all courses from National 3 – Advanced Higher:

<https://www.sqa.org.uk/sqa/45625.3728.html>

The **National Parent Forum of Scotland** has produced a range of leaflets providing useful summaries of qualifications and progression in the Senior phase:

<https://www.npfs.org.uk/downloads/senior-phase-in-a-nutshell/>

The Nutshell Series gives the key facts about National Qualifications (National 1-5 and Higher) including details of course assessment:

<https://www.npfs.org.uk/downloads/category/in-a-nutshell-series/nationals-in-a-nutshell-series/national-5/>

<https://www.npfs.org.uk/downloads/category/revision-guides/higher/>

Senior Phase School-College Partnership (SCP): The City of Edinburgh Council and Edinburgh College

The Senior Phase SCP can bridge the gap between young people's education and their employment opportunities through improved vocational and technical learning opportunities. Vocational pathways complement academic studies. They are also vital to helping young people develop skills that are crucial to Scotland's economy while exposing them to the more independent and self-reliant environment of college education.

Pooling resources and expertise between schools and colleges maximises what can be offered to young people.

How are the courses delivered?

Most courses run for an academic year, with some Foundation Apprenticeships running for two academic years. The majority of courses will be delivered over two school afternoons, usually Tuesday and Thursday, however some courses have a different attendance pattern so please check course duration and attendance patterns carefully.

Colleges use the same Scottish Candidate Numbers (SCN) as schools so young people should expect to see their college results alongside other school-based qualifications. Edinburgh College, like school, can provide additional support if required.

<http://www.edinburghcollege.ac.uk/Schools/Are-You-Still-At-School/SCP-Programme>

What is a Foundation Apprenticeship (SCQF Level 6)?

A Foundation Apprenticeship (FA) is a nationally recognised SCQF Level 6 qualification (same level as Higher) offering a combined classroom and work-based learning opportunity for senior phase pupils. It is delivered in partnership with employers, Edinburgh College and specialist learning providers, such as Edinburgh Early Learning Childcare Academy (EELCA).

The FA has been developed with Skills Development Scotland to provide learners with the knowledge, skills and work-based experience, relevant to occupations in growth industry sectors. The City of Edinburgh Council and Edinburgh College offer Foundation Apprenticeships in the following areas:

- Children and Young People
- Engineering, Civil Engineering
- Social Services and Health care
- Creative Design and Media
- Financial Services, Accountancy and Business Skills
- Scientific Technologies
- ICT Software Development
- Food and Drink technologies

What qualification does the FA provide?

Most FA programmes last two years, with learners beginning their FA in S5. There are some one-year FA programmes available for S6 learners. The FA is offered through the School-College Partnership, so learners will spend part of the school week at Edinburgh College or with a local employer and complete the FA alongside other senior phase courses.

Attainment is measured by ongoing assessment in college and in the workplace – there is no final exam. On successful completion of the course, learners will achieve a Joint Qualification Certificate for the Foundation Apprenticeship comprising a National Progression Award (NPA) and a Scottish Vocational Qualification (SVQ) at Level 6.

Several progression pathways will be open to learners including accelerated entry onto a Modern Apprenticeship or continued study at college or university, dependent on meeting entry requirements. The FA will support entry requirements to courses at University and College, and Modern and Graduate Apprenticeships.

By giving earlier exposure to the world of work and undertaking work-based projects, the Foundation Apprenticeship will help young people develop the necessary skills, experience and knowledge employers seek, all while still at school.

More details can be found at:

<https://www.apprenticeships.scot/become-an-apprentice/foundation-apprenticeships/>

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.

Getting It Right for Every Child

Taking care of our children's well-being and making sure they are alright - even before they are born - helps us 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. Our school adopts the Getting it right for every child in Edinburgh approach to give the right help to children, young people and families, when they need it from a joined up multi agency team.

Getting it right for every child aims to improve outcomes for all children and young people. It promotes a shared approach that:

- builds solutions with and around children and families
- enables children to get the help they need when they need it
- supports a positive shift in culture, systems and practice
- involves working together to make things better

Getting it right for every child is the foundation for work with all children and young people, including adult services where parents are involved. It builds on universal health and education services, and is embedded in the developing early years and youth frameworks. Developments in the universal services of health and education, such as Better Health Better Care and Curriculum for Excellence, are identifying what needs to be done in those particular areas to improve outcomes for children.

Protecting Children and Young People

We place a high priority on the well-being and safety of our pupils. To this end we have in place a personal safety programme to give pupils knowledge and life skills to keep them safe from all form of abuse. Where we have concerns that a child about the possible abuse of pupils we are required to follow the Edinburgh and the Lothian's Inter-Agency Child Protection Procedures which set out the specific duties and responsibilities towards the child and their parents/carers.

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:

<https://education.gov.scot/parentzone/additional-support/the-additional-support-for->

[learning-act/](#)

It provides the following information:

- (a) the authority's policy in relation to provision for additional support needs
- (b) the arrangements made by the authority in making appropriate arrangement for keeping under consideration the additional support needs of each such child and young person and the particular additional support needs of the children and young persons so identified.
- (c) the other opportunities available under this Act for the identification of children and young persons who -
 - a) have additional support needs,
 - b) require, or would require, a co-ordinated support plan,
 - c) the role of parents, children and young persons in the arrangements referred to in paragraph (b),
 - d) the mediation services provided
- e) the officer or officers of the authority from whom parents of children having additional support needs, and young persons having such needs, can obtain advice and further information about provision for such needs.

Further details of the policies and procedures can be found on Edinburgh Council website.

The Act requires each Education Authority to publish information about the Act. In on the Act, was produced by the City of Edinburgh Council:

<https://www.edinburgh.gov.uk/downloads/file/22136/in-on-the-act>

Literacy Difficulties/ Dyslexia

Dyslexia is evident when accurate and fluent word reading and/or spelling develops very incompletely or with great difficulty. This focuses on literacy learning at the 'word level' and implies that the problem is severe and persistent despite appropriate learning opportunities.

The Authority also recognises that there may be **associated difficulties**

- Reading comprehension
- Phonological awareness
- Processing: auditory and/or visual processing of language-based information
- Short-term and working memory
- Organisational skills and motor skills
- Maths
- Emotional and behavioural difficulties

Support and assessment begin in the classroom. Class teachers and Support for Learning teachers have resources and training to identify this learning difference and to put appropriate support strategies in place.

If you have concerns please speak to your child's class teacher in the first instance.

English as an Additional Language

The Communities and Families Department provides English as an Additional Language (EAL) support for schools. Specialist EAL Teachers work with schools to support developing bilingual learners' English language skills and access to all areas of the curriculum, to enable them to achieve their potential.

Identification of pupils with support needs:

is made through a variety of strategies

- Child Planning Meetings at Primary transition
- Support for Learning staff attend Parents' evenings at feeder primary schools
- Support staff shadow pupils in classes and ask for pupil and staff feedback
- Support for Learning referral form available to staff
- Cause for Concern weekly feedback from staff may highlight support needs
- ASL weekly meeting where Educational Psychologist is present

Provision for pupils with support needs

- Literacy group
- Dyslexia support group
- Supported curriculum using Classroom assistants
- IEP's (Individual Education Plans)
- Support Directory listing strategies for classroom teachers
- Additional Assessment Arrangements for examinations

Contact

If Parents have a concern about additional support needs they should contact the Support for Learning department or Support for Pupils department directly

We work with other agencies and professionals – for example, Social Work Services, Educational Psychology Service, National Health Service and you the parent to make decisions with regards to the best possible education to meet the needs of your child within the resources available.

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

- Enquire: www.enquire.org.uk Telephone 0845 123 2303
- Scottish Independent Advocacy Alliance, www.siaa.org.uk Telephone 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 Telephone 0131 667 6633.

Pastoral Support

The Pupil Support System

All pupil support teachers have responsibility for curricular and pastoral guidance. It is important that they know their pupils and have an understanding of how these pupils learn. Working with pupils to ensure that they learn how to make decisions and how to take control of their own learning is the basic function of guidance. The school guidance system is the system by which the school ensures that every child has an identified adult who has specific responsibility for them. Pupil support is an integral part of every teacher's role, but it is also a specific responsibility assigned to specific pupil support teachers. Pupil Support Staff provide an essential link to the various agencies who work with the school such as - Educational Psychologists, Social Workers, Welfare Officers and Careers Officers. A leaflet explaining the system in detail and naming the individual teachers responsible for your child will be issued to every pupil and copies are available from the school if you require one. The guidance programme of Personal and Social Education (PSE) is designed to help pupils accept responsibility for their group and individual behaviour and progress. It also covers specific topics relative to their development as well as help with the choices facing pupils as they progress through school.

PSE classes include discussion of subjects which some parents may find controversial. Parental permission is sought before undertaking the sexual education element of PSE classes.

Transitions – Moving to a New School or Leaving School

This section also gives information about transition.

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

Primary to Secondary Transfer

Visits to our local secondary school 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. While the children are participating in classroom activities and meeting their class teacher, parents will have an opportunity to view the school and are given a brief explanation of school life.

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

You do not need to submit a Placing Request if you want your child to transfer from a non-denominational secondary school or vice-versa at the primary to secondary transfer stage, as long as the intended secondary school is still the catchment school for your home address. 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.

Transition from Primary to Secondary school is a process which begins towards the end of primary 6 and continues throughout primary 7, with a range of activities and events designed to allow pupils to get to know each other as well as to become more familiar with Boroughmuir High School and its staff.

The following are some of the activities that have run in recent years:

- P6 Maths Challenge
- Health and Wellbeing project
- Science lab visits
- Science Christmas lecture
- World of Work event
- 'Hopes and Dreams' Art project
- Art Transition project

In October of primary 7, pupils and their parents or carers are invited to attend an open afternoon at Boroughmuir to find out more about the school.

During the final term of primary school, Boroughmuir staff visit our cluster primaries to meet the pupils and to gather information which will be essential in arranging a smooth transition. For pupils from out with our catchment area, this information is passed on in written form.

In addition to the activities for all pupils, each cluster primary is asked to identify learners who will perhaps find the transition to secondary school more difficult than most. These pupils are invited to attend a transition group, which meets weekly in the weeks leading up to the three-day visit.

Prior to the summer holidays, the pupils who will form the new S1 spend three days in school, getting to know their classmates and their teachers. The first day of the three takes the form of an activity day at the Meggetland sports facility, with pupils working in their new classes. On the following two days, they follow the timetable which they will have when they start at the school in August.

During the three-day visit, parents and carers are invited to attend an information evening hosted by the school's Senior Management team and representatives of the Pupil Support team to find out more about the school and hear information which will be helpful in supporting their children's transition to secondary school.

Placing Requests out with your Catchment School

As a parent, if you don't want your child(ren) to be educated in your local catchment school, you have the right to make a Placing Request for your child(ren) to attend another school.

If you would like your child to start P1 or S1 at a school outside your catchment area, you must make a Placing Request. You can get a Placing Request application form at any nursery or primary school in Edinburgh from mid-November and must return it by **24 December** to:

e-mail: school.placements@edinburgh.gov.uk

post: School Transactions
P1/S1 Placements,
PO Box 12331,
EDINBURGH
EH7 9DN

If we receive your application form after 24 December, your request will be considered but if we receive your application form after **15 March** places in your chosen school may no longer be available.

The Council must grant Placing Requests where possible. If there are more places available in a school than there are placing requests, all placing requests are usually granted.

If the school you choose has more placing requests than available places, each case is looked at individually. Please include all relevant details on your Placing Request application form so this can be taken into account.

As school rolls have increased there has been a decrease in the number of places available for children living outside the catchment area. This has resulted in high numbers of placing requests being refused.

If a Placing Request is successful for one child, this does not guarantee a successful Placing Request for their sibling. This could mean parent(s) / guardian(s) have children attending different schools.

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.

Further information

Further information on school placing requests can be found on our website at:

http://www.edinburgh.gov.uk/info/20256/school_places/1375/school_placing_requests

Section Five – School Improvement

Our school website hosts information that will give 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.

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 Education and Children's Services.

The Head Teacher provides a comprehensive report on this work to the parent council in the Autumn term. This report is also hosted on the website.

Standards and Quality Report

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

The link on our website will take you to a summary report of the Schools Standards and Quality Report and Improvement Plan.

Websites

You may find the following websites useful.

www.edinburgh.gov.uk - contains information for parents and information on Edinburgh schools.

<https://education.gov.scot/parentzone> - parents can find out about everything from school term dates to exam results. This site also offers information for pre-5 and post school. It also lists relevant publications for parents and provides hyper-links to other useful organisations.



<https://education.gov.scot/inspection-reports> - parents can access school and local authority inspection reports and find out more about the work of Education Scotland.

<http://www.ltscotland.org.uk/scottishschoolsonline-index-asp/> - 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.

<https://www.childline.org.uk/info-advice/bullying-abuse-safety/> - contains information for parents and children on varying forms of bullying and provides help for parents and children who are affected by bullying.

<https://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

<https://education.gov.scot/> - provides information and advice for parents as well as support and resources for education in Scotland

<https://www.equalityhumanrights.com/en> - contains information for everyone on equality laws within the government and local authorities.

Glossary/ Acronyms

1+2	Mother tongue plus two additional languages	The policy to expand and improve learning so that by 2021 every child will learn a first additional language from Primary 1 and a second by Primary 5.
ACP	Anticipatory Care Plan	A document detailing how a patient would like their medical care to progress if they become unwell. For pupils with an ACP it should travel with them on school outings.
ADES	Association of Directors of Education in Scotland	The national organisation which represents directors and senior managers from Scottish local authorities.
ADHD	Attention Deficit Hyperactivity Disorder	ADHD is a condition that affects people's behaviour. People with ADHD can seem restless, may have trouble concentrating and may act on impulse.
AHDS	Association of Head Teachers and Deputies in Scotland	AHDS is a union for promoted teachers in primary, nursery and ASN schools.
AHPs	Allied Health Professionals	An umbrella term for a range of professional practitioners and support staff including Occupational Therapists, Physiotherapists, Speech and Language Therapist and Orthotists.
ASDAN	Award Scheme Development and Accreditation Network	A British education charity and awarding organisation. Provides programmes and qualifications for learners with special educational needs and disabilities.
ASD	Autism Spectrum Disorder	Autism is a lifelong, developmental condition that affects the way a person communicates, interacts and processes information.
ASL	Additional Support for Learning	Additional support for learning means giving children extra help or support so they can get the most out of their education.
ASN	Additional Support Needs	A child or young person is said to have additional support needs if they need more, or different, support to what is normally provided in schools or pre-schools to children of the same age.
BGE	Broad General Education	The broad general education begins in early learning and childcare and continues to the end of S3 (the third year of secondary school).
BNN	Bilingual Nursery Nurse	Nursery Nurse who works in English and another language, to support Early Years settings and schools (P1) in their work with children and families who have

		English as an Additional Language. This includes joint assessment of children with other additional support needs.
BSA	Bilingual Support Assistant	Bilingual Support Assistants support early stage EAL learners to access the curriculum using their home language and English; support home-school-home communication; and advise on cultural issues. In Edinburgh, we have BSAs for Arabic, Cantonese, Kurdish, Mandarin, Polish, Punjabi/Urdu.
CA	Classroom Assistant	Classroom assistants provide support to teachers.
CfE	Curriculum for Excellence	Curriculum for Excellence is the Scottish curriculum for pupils aged 3 - 18. It helps our children and young people gain the knowledge, skills and attributes needed for life in the 21st century.
CL	Curriculum Leader	A promoted teacher who typically works in a secondary school and has a specific remit to take a lead role in managing their curriculum area. They typically manage and lead a team of teaching staff within their subject area.
CLD	Community Learning and Development	Teams who work with and support communities in areas such as adult and family learning and youth work.
CLPL	Career-long Professional Learning	Ongoing learning throughout a professional's career.
COSLA	Convention of Scottish Local Authorities	A membership organisation for councillors in Scottish local authorities.
CPD	Continuing Professional Development	Each teacher in Scotland is required to undertake a certain amount of CPD each year to maintain or upgrade skills and knowledge (see PRD and PU).
CPM	Child's Planning Meeting	<p>A meeting to implement or review a child's plan. A personalised child's plan will be available when a child needs a range of extra support planned, delivered and co-ordinated.</p> <p>This will explain what should improve for the child, the actions to be taken and why the plan has been created. The child's plan is managed by a 'lead professional': someone with the right skills and experience to make sure the plan is managed properly. Depending on the situation and the child's needs, the lead professional may also be their named person.</p> <p>The child and parent(s) will know what information is being shared, with whom and for what purpose, and their views will be taken into account. This may not happen in</p>

		exceptional cases, such as where there is a concern for the safety of a child or someone else.
CSP	Co-ordinated Support Plan	A child/ young person is eligible for a CSP when they need support at school from services other than education services, on an ongoing basis. A CSP document gathers together reports and plans from all the professionals who will support a child with additional support needs in school, for example Speech and Language Therapists, Social Workers. A CSP should be reviewed every year and parents have a key role in this process.
CT	Class Teacher	Teacher who is assigned to a specific class. In secondary specialist provision they may also be known as the base class teacher.
CYPADM	Children and Young People Acute Deterioration Management	A document detailing how a patient would like their medical care to progress if they become very unwell. For pupils with a CYPADM it should be with them at all times.
DHT	Depute Head Teacher	The role of DHT will vary from school to school but generally they will stand in for the headteacher as necessary and will have responsibility for leadership and management of colleagues.
DO	Development officer	Development Officers are appointed, often on a temporary basis, to undertake specific development work at school or authority level.
D of E	Duke of Edinburgh Award	A youth awards programme founded in the UK in 1956 by Prince Philip, Duke of Edinburgh, that has since expanded to 144 nations. The award recognises wider achievement
EAL	English as an Additional Language	<p>A learner of English as an Additional Language is a pupil whose first language* is other than English.</p> <p>This includes children and young people:</p> <ul style="list-style-type: none"> - who arrive in Scotland from another country during their schooling - who have always lived in Scotland / UK and use a language other than English at home <p>* The first language is the language the child was initially exposed to in childhood and continues to be the language used at home and in the community.</p>
EE	Enhanced enrolment	Enrolment meeting with a new arrival whose first language is not English and their and parents-carers (supported by an interpreter, if needed). This meeting enables school to gather full information about the child or young person's language skills (in all languages they

		<p>speak/read/write), prior education and attainment, strengths and interests, additional support needs; and to share key information about school with the learner and family. Through effective use of information gathered at an enrolment meeting, the school can fully support the learner's transition into education in Scotland.</p>
EIS	Educational Institute of Scotland	The largest teaching union in Scotland
ELC	Early Learning and Childcare	<p>This term is meant to emphasise that care and education of very young children are not two separate things as babies and young children are learning all the time. ELC settings include family centres, nursery schools, nursery classes attached to primary schools and childminders. These places may be run by local authorities, private businesses, voluntary sector organisations and self-employed individuals.</p>
EP	Educational Psychologist	Educational psychologists support schools and the local authority to improve all children's experiences of learning. They use their training in psychology and knowledge of child development to assess difficulties children may be having with their learning.
EPG	Education Placement Group	A City of Edinburgh Council group that considers which specialist provisions to place pupils in.
ESOL	English for Speakers of Other Languages	<p>ESOL is studied by those whose first language is not English.</p> <p>SQA ESOL qualifications for young people (S3-S6) are delivered through the Schools College Partnership and by some secondary schools.</p> <p>ESOL courses and classes for adults are delivered by different providers, e.g. local authorities, colleges, third sector organisations.</p>
EYO/EYP	Early Years Officer/ Early Years Practitioner	EYOs and EYPs make up most of the staff who work in nurseries and pre-school settings in Scotland.
FE	Further Education	This is post-compulsory education which is different from that offered in universities. It is mainly taught in colleges as well as work-based learning or in adult and community learning.
FEF	Finance for Equity Funding	Funding for schools to address the poverty related attainment gap.
FLO	Family Learning Officer	This person may develop and run courses and activities for families so they can help or support their child's learning.

FSM	Free School Meals	
FTE	Full-time Equivalent	This is a way to measure how much time a member of school staff works in school. For example, FTE 1.0 means the person works full time, FTE 0.5 means the person is half-time.
GIRFEC	Getting it Right for Every Child	A Scottish Government policy which aims to make sure all Scotland's children, young people and their families have support across public services such as health, education and social work. The GIRFEC approach supports children and young people so that they can grow up feeling loved, safe and respected and can realise their full potential.
GRT	Gypsy Roma Traveller	The term Gypsy, Roma and Traveller is used to describe a range of ethnic groups or people with nomadic ways of life, including: Gypsy Travellers (English, Welsh, Scottish, Irish Romany people) Roma (more recent migrants in the UK from Central and Eastern Europe) The term Traveller can also refer to groups that travel (e.g. New Travellers, Boaters, Bargees and Showpeople) however these are not ethnic groups.
GTCS	General Teaching Council for Scotland	The professional body that maintains the register of teachers and ensures teachers' professional standards. In Scotland children must be taught by qualified and GTCS registered teachers.
GUS	Growing Up in Scotland	Growing Up in Scotland is a long-term study tracking the lives of thousands of children and their families from the early years through childhood and beyond. The main aim of the study is to provide new information to support policy-making in Scotland but it is also intended to provide a resource for practitioners, academics, the voluntary sector and parents.
HE	Higher Education	This is post-compulsory education which usually takes place in universities.
HESS	Health Education Support Service	1:1 support service to meet the complex care needs of pupils that meet specific health care criteria.
HGIOS 4	How Good Is Our School (version 4)	A self-evaluation tool kit for schools.
HNC/ HND	Higher National Certificate/	Higher National Certificate (HNC) and Higher National Diploma (HND) are advanced qualifications equivalent to the first two years of study at university. They are offered

	Higher National Diploma	by colleges, some universities and many training centres. HNCs take 1 year to complete and HNDs take 2 years.
HT	Head Teacher	Also known as a rector, the headteacher is the leader and manager of a school.
ICT	Information and Communications Technology	ICT in education can be found in the following ways: <ul style="list-style-type: none"> - as a subject, e.g. computer studies - as a tool to support teaching and learning, e.g. the use of whiteboards - as an administrative tool.
IEP	Individual Education Plan	An IEP is a document which sets out the goals and achievements of each school pupil. Every child should have an IEP and should also have an input to its content. It should be reviewed regularly.
ITE	Initial Teacher Education	This describes the courses taken by people who want to become teachers. Courses are available at universities across Scotland through a four year undergraduate course leading to a BEd degree or a one year Post Graduate Diploma in Education (PGDE).
ITS	Interpretation and Translation Service	
JASS	Junior Award Scheme for Schools	A progressive learning programme for young people which has been designed to recognise wider achievement.
LA	Local Authority	There are 32 local authorities in Scotland.
LAC	Looked After Child	Under the Children (Scotland) Act 1995, 'looked after children' are defined as those in the care of their local authority – sometimes referred to as a 'corporate parent'. There are many reasons children may become looked after, including: <ul style="list-style-type: none"> • they face abuse or neglect at home • they have disabilities that require special care • they are unaccompanied minors seeking asylum, or who have been illegally trafficked into the UK • they have been involved in the youth justice system
LGBT	Lesbian, Gay, Bisexual and Transgender	
LNCT	Local Negotiating Committee for Teachers	See SNCT. Some matters are devolved to LNCTs for local agreement. LNCTs are required to have constitutions setting out the recognition and procedures arrangements. In addition to a negotiating function LNCTs also provide a consultative mechanism.

MSP	Member of the Scottish Parliament	
NAS/UWT	National Association of Schoolmasters/ Union of Women Teachers	A teaching union.
NAT 1/2/3/4/5	National 1/2/3/4/5 qualification	<p>National courses have seven different levels; National 1 to 5 then Higher and Advanced Higher, but the buzz words that you will hear the most are Nat 4/5s and Highers as these are most likely to gain your child access to college and university.</p> <p>In fourth year pupils will study for Nat 1 - 5s depending on what their attainment level in each subject is. In most schools a fourth year pupil would tend to sit Nat 4 or 5s. If they decide to stay on for a fifth year, they can sit more Nat 4 or 5s and progress to Highers.</p>
NIF	National Improvement Framework	A Scottish Government framework focused on measuring and evaluating performance in schools. It includes parents and carers as part of the process.
NPFS	National Parent Forum for Scotland	Supported by the Scottish Government, NPFS provides a parental perspective for local and national policies and issues and helps support parental involvement.
NQ	National Qualifications	NQs are taken by young people in secondary schools, colleges and some training centres.
NVQ	National Vocational Qualification	Work based qualifications.
OSCR	Office of the Scottish Charity Regulator	OSCR decides whether to grant an organisation charitable status and to enter it on the Scottish Charity Register. They monitor charities to ensure they comply with the law.
OT	Occupational Therapist	<p>Occupational Therapists can help people with practical tasks if they are:</p> <ul style="list-style-type: none"> - physically disabled - recovering from an illness or operation - have learning disabilities - Have mental health problems <p>They can look at aspects of daily life at home or in school. They look at activities that a person finds difficult to see if there is another way to do them.</p>
PEEP	Personal Emergency Evacuation Plan	A plan for a person who may need assistance, for instance, a person with impaired mobility, to evacuate a

		building or reach a place of safety in the event of an emergency.
PEF	Pupil Equity Funding	<p>Pupil Equity Funding is money that is given to schools to help them provide the best possible opportunities for children's learning. In particular, it is there to help the school support children who experience barriers to learning and who might be falling behind or not getting the same chances in their education because their family is experiencing poverty or other financial difficulties. This money is given to schools as part of the Scottish Government's Scottish Attainment Challenge.</p> <p>Pupil Equity Funding is designed to support children in Primary 1 to S3 who are eligible and registered for free school meals. However, Headteachers can use their judgement to support other children in their school who are affected by poverty.</p> <p>For every child that is registered, the school will receive £1,200 in addition to their normal budget.</p> <p>The Headteacher decides how the money is spent and has to demonstrate the impact the funding has had on children affected by poverty.</p>
PLP	Personal Learning Plan	A document/folder where a pupil can keep a record of their goals and achievements alongside examples of their work.
PPP/ PFI	Public Private Partnership/ Public Finance Initiative	A collaboration between a local authority and private companies, often used in the building and management of schools.
PPR	Pupil Progress Record	A key record relating to a child/ young person's education that follows them through education.
PRD	Professional Review and Development	PRD is an essential part of the GTCS's Professional Update and professional learning. It provides teachers with ongoing opportunities to reflect on their practice and personal learning through professional learning conversations supported by an annual review meeting.
PSA	Pupil Support Assistant	Supports pupils with a wide variety of tasks in school. Also called Learning Support Assistant or Classroom Assistant.
PSE	Personal and Social Education	PSE addresses the learning outcomes within the Health and Wellbeing indicators in Curriculum for Excellence relating to mental, emotional, social and physical wellbeing, planning for choices and change, substance misuse and relationships, sexual health and parenthood.
PT	Principal Teacher	In primary and special schools this is usually a classroom teacher who also takes on some managerial roles within the school. In a secondary school this is typically a head of department or guidance position.

PU	Professional Update	This supports teachers to develop their skills and work. Teachers are asked to keep a record of their learning throughout their careers. This is logged on their GTCS profile and signed off by their line manager every 5 years.
PVG	Protection of Vulnerable Groups	The Protecting Vulnerable Groups (PVG) membership scheme is managed and delivered by Disclosure Scotland. It helps ensure people who work with children and protected adults
QIEO	Quality Education Improvement Officer	Usually a local authority officer who has a specific job around improving the performance of schools.
RA	Risk Assessment	A systematic process that involves identifying, analysing and controlling hazards and risks.
RME	Religious and Moral Education	
RSHP	Relationships, Sexual Health and Parenthood	
SAC	Scottish Attainment Challenge	<p>The Scottish Attainment Challenge aims to raise attainment of children and young people living in deprived areas, in order to close the attainment gap.</p> <p>It will drive forward improvements in educational outcomes to ensure that everyone is encouraged to be the best they can be.</p>
SALT/SaLT/SLT	Speech and Language Therapist	Speech and language therapists provide life-treatment, support and care for children and adults who have difficulties with communication, eating, drinking and swallowing.
SCCYP	Scottish Commissioner for Children and Young People	The Commissioner aims to promote and protect the rights of children and young people in Scotland.
SCEL	Scottish College for Educational Leadership	SCEL supports teaching staff by providing access to high quality leadership programmes of training.
SCQF	Scottish Credit and Qualifications Framework	This organisation promotes lifelong learning in Scotland. The Framework can help parents and young people to plan learning and develop routes through different types of learning.
SDO	Senior Development Officer	Senior Development Officers are appointed, often on a temporary basis, to undertake specific development work at school or authority level.
SEIC	South East Improvement Collaborative	A collaboration between City of Edinburgh, East Lothian, Fife, Midlothian and Scottish Borders councils to

		improve schools, early learning settings and other services for children and young people.
SEYO	Senior Early Years Officer	Work in pre-school and nurseries.
SHANARRI	Safe, Health, Achieving, Nurtured, Active, Respected, Responsible, Included	GIRFEC wellbeing indicators which help make it easier for children and families and the people working with them to discuss how a child or young person is doing at a point in time and if there is a need for support. At home, in school or the wider community, every child and young person should be safe, healthy, achieving, nurtured, active, respected, responsible and included.
SIF	Summary of Inspection Findings	This document is available on the Education Scotland website following an inspection.
SIP	School Improvement Plan	This document should show improvement targets for a school. This is typically now included in the SQIP.
SLS	School Leaders Scotland	A union for headteachers and depute headteachers.
SLT/SMT	Senior Leadership Team/ School Management Team	Usually includes the headteacher and depute head teachers; may also include the business manager and principal teachers.
SNAG	School Nutrition Action Group	A committee which usually includes school staff, pupils, parents and local people to promote healthy eating within the school community.
SNCT	Scottish Negotiating Committee for Teachers	A tripartite body comprising members from teaching organisations, Local Authorities, and the Scottish Government. The SNCT follows a negotiating framework for teachers' pay and conditions of service.
SORT	School Operations Risk Toolkit	A risk framework to manage all risk assessments and guidance required in association with the response to Covid-19.
SQIP	Standards and Quality and Improvement Plan	The purpose of the annual SQIP is to report on the main achievements over the last school year and to bring about further improvement to the learning experiences and achievements of pupils. Improvement planning involves identifying what is good about a school, deciding how good a school can be and identifying the best way forward.
SSTA	Scottish Secondary Teachers Association	A teaching union.
STEM	Science, Technology,	The name used for this group of subjects.

	Engineering, Maths	
SVQ	Scottish Vocational Qualification	These qualifications are based on standards drawn up by industry, commerce and education.
TALC	Team Around the Learning Community	A collaborative approach with Educational Settings and Partners to support and maximise learning, attainment and achievement
UCAS	University and Colleges Admissions Service	UCAS process most applications for entry to higher education throughout the UK.
UNCRC	United Nations Convention on the Rights of the Child	This is an international human rights treaty that grants all children and young people (aged 17 and under) a set of rights.
VOICE		A teaching union
VSDS	Volunteer Scotland - Disclosure Services	VSDS is funded by the Scottish Government to support some charities with processing disclosure checks.
VSE	Validated Self- Evaluation	This aims to support and challenge the work of education authorities to improve the quality of education and outcomes for learners.
YAD	Young Adult Disability Social Work Team	SW team that support families of young adults with complex disabilities as they transition from children and families into adult services.
YPPM	Young Person Planning Meeting	See CPM





























































































































